EXHIBIT A

Catholic Schools – Diocese of Springfield
Bullying Incident Reporting Process

REPORT from
Target/Other Student, Bystander/Witness, Staff
Parent/Guardian, Community Member/Agency, Anonymous*

Administrator or Designee

Is student injured, requiring immediate medical attention?

YES

Medical Treatment

NO

CONDUCT INVESTIGATION

Interview student
Interview witnesses
Interview accused
Review Video (if applicable)
Review documents

Is there bullying?

Severe [1] or repeated behavior that has the effect of:

• Harm/reasonable fear of harm or damage to property? or
• Hostile environment at school for victim? or
• Infringement on student’s rights at school? or
• Material/substantial disruption of education/operation of the school?

NO

NO

Refer to Code of Conduct

YES

Is the behavior criminal?

Notify authorities (Police Department)

YES

Notify parents/guardians of target and of aggressor

Counseling/Referral (if recommended)

YES

Notify Parents/Guardian

Documentation

School ___________________________________
Principal _________________________________
Phone Number ____________________________
See School’s website for more information

[1] = Is the incident significantly offensive from a reasonable person standard?

*Reports do not lead to disciplinary action based solely on an anonymous report; documentation is made only after an investigation if the only complaint is made anonymously.

Determination of incident as other than bullying.

Follow up with all involved students