Policy: JICK-E4 (Flow Chart) MSAD#44 BULLYING AND CYBERBULLYING REPORTING, RESPONDING, AND REMEDIATION PROCEDURE REPORT of bullying incident (in writing or verbally) from Student, Bystander/Witness, Staff, Coach/Advisor, Volunteer, Parent, Grandparent, Interim measures are Community Member, Anonymous* taken to ensure safety Complete the Reporting Form JICK-E1 of the student who has been bullied and to Submit to the School Principal; prevent further Copy to Superintendent bullying; parents of Allegation of students are contacted discrimination/violation CONDUCT INVESTIGATION of civil rights law? Interview the victim Interview witnesses Interview alleged bully YES Review available evidence Complete Responding Form JICK-E2 Refer to procedure ACAA-R Yes IS IT BULLYING? Is behavior criminal? No Is it behavior that has had the effect of: The behavior is YES Physically harming a student or damaging a student's determined to be other property? Notify law than bullying · Placing a student in reasonable fear of physical harm or enforcement damage to the student's property? authorities Refer to Board policy, OR No **Begin Remediation Procedure:** Is it behavior that interfered with the rights or the student by: student handbook, Complete Remediation Form code of conduct Creating an intimidating or hostile educational JICK-E3 environment for the student? Determine disciplinary Interfering with the student's academic performance or consequences, alternative ability to participate in or benefit from the services, discipline remediation, supports If not bullying, has there been substantial disruption of the activities or privileges provided by a school? instructional program or operations at the school? needed for the bullied and/or other interventions Refer to Board policy, student handbook, Yes IF APPEALED code of conduct * Exception: employee reports must be in writing to the principal and may not be made anonymously. Respond to Appeal