

**PUPIL SAFETY AND VIOLENCE PREVENTION- PROHIBITING
 BULLYING AND CYBER-BULLYING
 ATTACHMENT A**

The following protocols shall be used in conjunction with the Procedures for the implementation of School Board Policy JICK Pupil Safety Violence Prevention Prohibiting Bullying and Cyber-Bullying.

Communication/Complaint of an Incident of Bullying

A. External School Communication/Complaint

1. Receipt of an external communication/complaint of a possible incident of bullying to any staff member shall be sent to the principal and/or the assistant principal. School administration will convene the SRT to discuss the facts leading to the communication – who was involved, what happened, and whether the act(s) could be bullying or cyber-bullying – with the individual who made the complaint of bullying or cyber-bullying.
2. If the complainant wishes to make a **formal complaint**, she/he shall be sent a copy of the policy, procedures, and this protocol along with the SAU 21 Incident Report form to fill out and return. If the complainant requests that the school administrator fill out the SAU 21 Incident Report form based on the information provided to them, the school administrator and SRT will complete it within 24 hours of the request. The school administrator shall send a copy of the completed SAU 21 Incident Report form to the complainant as well as a copy of the applicable policy and procedures.
3. Receipt from the external complainant, or SRT development, of the SAU 21 Incident Report will initiate the procedures for policy JICK and the applicable timelines.
4. If the complainant does not wish to initiate the filing of the SAU 21 Incident Report but instead asks the principal to look into it informally, the JICK policy and its procedures will not have been triggered. The principal may use the SRT to assist in the **informal review** of the matter. If the principal/SRT decides at the conclusion of the review (within two school days of receipt of the complaint) that a formal investigation should take place, a SAU 21 Incident Report shall be filed and the JICK policy shall be initiated. If the SRT decides that the matter does not constitute bullying or cyber-bullying, the complainant shall be notified and provided a copy of the policy, procedures, and this protocol as well as a blank SAU 21 Incident Report. If the complainant files a SAU 21 Incident Report, upon receipt of the report the JICK policy shall commence.

Adopted: **DATE:**
 July 10, 2014
Reviewed:
Revised:
Cancellation:

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(continued)

B. Internal School Communication/Complaint

1. Internal complaints of potential bullying shall be sent to the principal/assistant principal. School administration will convene the SRT to discuss the facts leading to the communication – who was involved, what happened, and whether the act(s) could be bullying or cyber-bullying – with the individual who made the complaint of bullying. The SRT will make the determination whether the complaint warrants a bullying investigation or if the incident shall proceed through other school disciplinary procedures.
2. If the complaint is from a student, the student’s parents shall be notified within 24 hours of the complaint and a copy of the policy, procedures, and the SAU 21 Incident Report. The parents may initiate the JICK policy by completing the SAU 21 Incident Report and indicating a **formal complaint**.

The complainant may request an **informal review**. The principal may use the SRT in his/her informal review. If the principal/SRT decides at the conclusion of the review (within two school days of receipt of the complaint) that a formal investigation should take place, a SAU 21 Incident Report shall be filed and the JICK policy shall be initiated. If the SRT decides that the matter does not constitute bullying or cyber-bullying, the complainant shall be notified and provided a copy of the policy, procedures, and this protocol as well as a blank SAU 21 Incident Report. If the complainant files a SAU 21 Incident Report, upon receipt of the report the JICK policy shall commence.

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