

## WINCHESTER PUBLIC SCHOOLS

### Bullying Report Process

#### Reporting:

1. Student victims of bullying or a friend can report instances of bullying to any teacher, paraprofessional or administrator at Winchester Public Schools.
2. Staff members will report suspected incidences of bullying to an administrator within 24 hours of the issue being brought to their attention.
3. Student victims of bullying or a friend can also report instances of bullying anonymously by leaving a note in the mailbox of the Principal, Assistant Principal, Dean of Students, School Psychologist, or counselor or by calling any one of the positions listed below.
  - Principal of Batcheller School, 860-379-5423
  - Principal of Pearson School, 860-379-7588
  - Director of Student Services, 860-379-0706
  - Superintendent of Schools, 860-379-0706
4. Parents of victims of bullying may report an incident, using the "Parent Report" form, directly to the Principal on behalf of the student.
5. Voice mail messages can anonymously be left for any of the above-named individuals.

#### Investigation:

Upon receipt of a complaint or report of bullying, school officials shall undertake or authorize an investigation. The appropriate school personnel responsible for taking the bullying report and investigating the complaint may include, but shall not be limited to the following: the building administrator, Director of Special Services, and Superintendent.

If upon investigation it is determined that bullying has occurred, the superintendent or his/her designee will take appropriate action. Such action may include but is not limited to, warning, detention, suspension, or expulsion. The parents or guardians of students who engaged in acts of bullying and the parents or guardians of students against whom such acts were directed shall be notified by the superintendent or his/her designee of the results of the investigation, and shall invite them to attend at least one meeting with the building administrator and appropriate staff. The notification shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying.

Results of the investigation are concluded within three days. If additional time is necessary, this will be communicated directly to both families.

#### Follow up:

1. Parents are immediately notified by telephone that their child has been the victim of bullying, teasing and/or exclusion. Written notification will be provided to the parent following telephone notification. Parents will be encouraged to report any additional acts of bullying, teasing, or exclusion against their child.
2. Both parties are offered opportunities to talk with the principal, psychologist and/or counselor.
3. Both parties will be offered an opportunity to participate in one-on-one sessions with the school social worker or appropriate staff member.