

# Worcester Public Schools

## Bullying Prevention and Intervention Incident Reporting Form Process

### BULLYING

The repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- causes physical or emotional harm to the victim or damage to the victim's property;
- places the victim in reasonable fear of harm to himself or of damage to his property;
- creates a hostile environment at school for the victim;
- infringes on the rights of the victim at school; or
- materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

### RETALIATION

### CYBER-BULLYING

Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Once Bullying, Cyber-Bullying or Retaliation is observed or learned, the following process occurs:

A report from employee, student, parent, community member made orally or in writing, filed within 24 hours or the next school day

Bullying Prevention and Intervention Reporting Form goes to principal or other administrator within 24 hours or the next school day

Safeguard Target and conduct investigation prior to end of school day

Principal or other administrator determine if Bullying occurred within 24 hours or the next school day

Administrative Bullying Prevention and Incident Report Form filed within 24 hours or the next school day

Principal or other administrator determine if Bullying did not occur

- \* Student Target Intervention Plan Form filed within 24 hours or the next school day
- \* Aggressor Intervention Plan Form filed within 24 hours or the next school day
- \* Parent/Guardian of Target and Aggressor notified within 24 hours or the next school day

Action taken within 24 hours or the next school day

ALL allegations, complaints, incidents must be entered into SAGE

# REPORT BULLYING



1. **Incident Reporting Form** - Incident Reporting Forms will be available in the following locations:

- Main Office
- Counseling Office
- Nurse's Office
- Other locations determined by the Principal
- Worcester Public Schools District Webpage
- Each School's Webpage
- [www.preventbullying.worcesterschools.org](http://www.preventbullying.worcesterschools.org)

ALL Bullying incidents must be entered into SAGE!

ALL complaints of Bullying MUST BE investigated with 24 hours or the next school day.



**B.R.A.C.E.**  
Bullying Remediation and Court Education  
**PROJECT**

[Preventbullying.worcesterschools.org](http://Preventbullying.worcesterschools.org)



2. **Bullying Reporting Tip Line for all anonymous callers - 508-799-3472**

## BULLYING BEHAVIOR CHART

US DOE Office of Safe and Drug Free Schools  
Revised 2015

| PHYSICAL BULLYING<br>Harm to someone's body or property   |   | EMOTIONAL BULLYING<br>Harm to someone's self-esteem or feeling of safety   |   | CYBER/SOCIAL BULLYING<br>Harm to someone's group acceptance   |   |
|---|---|--|---|---|---|
| Verbal  | Nonverbal   | Verbal   | Nonverbal   | Verbal  | Nonverbal   |
| <b>LEVEL ONE</b>  |   |  |   |   |   |
| <ul style="list-style-type: none"> <li>• Expressing physical superiority</li> <li>• Blaming the victim for starting the conflict</li> </ul>   | <ul style="list-style-type: none"> <li>• Making threatening gestures</li> <li>• Defacing property</li> <li>• Pushing/shoving</li> <li>• Taking small items from others</li> </ul>   | <ul style="list-style-type: none"> <li>• Insulting remarks</li> <li>• Calling names</li> <li>• Teasing about possessions, clothes, physical appearance</li> </ul>  | <ul style="list-style-type: none"> <li>• Giving dirty looks</li> <li>• Holding nose or other insulting gestures</li> </ul>  | <ul style="list-style-type: none"> <li>• Gossiping</li> <li>• Starting or spreading rumors</li> <li>• Teasing publicly about clothes, looks, relationships with boys/girls, etc.</li> </ul> | <ul style="list-style-type: none"> <li>• Ignoring someone and excluding them from a group</li> </ul>  |
| <b>LEVEL TWO</b> (any Level One infraction that has occurred more than 3 times) (some of these behaviors are against the law)   |   |  |   |   |   |
| <ul style="list-style-type: none"> <li>• Threatening physical harm</li> </ul>   | <ul style="list-style-type: none"> <li>• Damaging property</li> <li>• Stealing</li> <li>• Starting fights</li> <li>• Scratching or biting</li> <li>• Pushing, tripping or causing a fall</li> <li>• Assault</li> </ul>      | <ul style="list-style-type: none"> <li>• Insulting family</li> <li>• Harassment: making repeated insults and threats</li> <li>• Insulting physical appearance, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability or sexual orientation</li> </ul> | <ul style="list-style-type: none"> <li>• Defacing school work or other personal property, such as clothing, locker or books</li> <li>• Saying someone is related to a person considered an enemy of this country</li> </ul>                 | <ul style="list-style-type: none"> <li>• Ostracizing using notes, Instant Messaging, e-mail, etc.</li> </ul>  | <ul style="list-style-type: none"> <li>• Playing mean tricks to embarrass someone</li> <li>• Posting slander in public places (such as writing derogatory comments about someone in the school bathroom)</li> </ul> |
| <b>LEVEL THREE</b> (any Level Two infraction that has occurred more than 3 times) (most of these behaviors are against the law)   |   |  |   |   |   |
| <ul style="list-style-type: none"> <li>• Making repeated and/or graphic threats (harassing)</li> <li>• Practicing extortion (such as taking lunch money)</li> <li>• Threatening to keep someone silent: "If you tell, it will be a lot worse!"</li> </ul> | <ul style="list-style-type: none"> <li>• Destroying property</li> <li>• Setting fires</li> <li>• Physical cruelty</li> <li>• Repeatedly acting in a violent, threatening manner</li> <li>• Assault with a weapon</li> </ul> | <ul style="list-style-type: none"> <li>• Harassment because of bias against your race, color, religion, ethnicity, gender, disability or sexual orientation</li> </ul>   | <ul style="list-style-type: none"> <li>• Destroying personal property, such as clothing, books, jewelry</li> <li>• Writing graffiti with bias against race, color, religion, ethnicity, gender, disability or sexual orientation</li> </ul> | <ul style="list-style-type: none"> <li>• Enforcing total group exclusion against someone by threatening others if they don't comply</li> </ul>  | <ul style="list-style-type: none"> <li>• Arranging public humiliation</li> </ul>  |