

**G. W. Brown Elementary School
Discipline Procedure for Bullying Behavior**

Warning

A staff member may re-direct or re-teach the rule with which a student is having difficulty. Depending upon the severity of the offense, the student may be referred directly to the Principal, Assistant Principal, School Counselor or School Psychologist.

Step One: Referred to Principal, Assistant Principal, School Counselor or School Psychologist First Time

A separate conference is held with each student involved. School expectation and rules for bullying are reviewed with student. The Incident Solutions sheet is completed and sent home following phone call to parent to be signed by the parent and returned. Student is informed of Steps 2-3.

Step One: Interventions

1. Apology and making amends by repairing, cleaning, replacing
2. Loss of privileges

Step Two: Referred to Principal, Assistant Principal or School Counselor, Second Time

Student/Parent/Teacher/Principal, Assistant Principal, School Counselor, or School Psychologist conference required. Behavior plan is created, which is signed by parents(s) and student.

Step Two: Interventions (may include one or more of the following)

1. Loss of privileges
2. Parent notification
3. Develop a behavior plan
4. Make an environmental change:
 - a. Move seat
 - b. Adjust schedule
 - c. Increase level of supervision

Step Three: Recurring bullying incidents

Parent will be notified. Conference with Principal, School Counselor, School Psychologist could be followed by temporary removal from group activities, in school suspension or out of school suspension. If suspension occurs, students will not be allowed to return to classes without meeting with the school counselor.

Staff Bullying Referral Form

Student Name: _____ Date: _____

Teacher/Grade: _____

Problem Behavior(s) which led to referral to Principal (please describe in specific, observable terms): _____

Please check which describes the nature of the above-outlined behavior best:

Level 1 Behavior – has engaged in behavior at least once before and has never been given a warning/consequence

Level 1 Behavior – has engaged in behavior at least once before and has been given a warning/consequence
(List of consequence(s) given: _____)

Level 2 Behavior – has engaged in a pattern of Level 1 behavior repeatedly, despite having been given warning/consequence

Level 2 Behavior – has never engaged in this behavior before/1st time offense

What day/time did this behavior/incident occur? _____

During what activity/period? _____

Where did the behavior/incident occur (e.g. cafeteria, hallway)? _____

Who reported the bullying (circle one): Bullied child Bystander Observed by Staff

Bullied child/children: _____

Child/children who bullied: _____

Specific Concerns (check all that apply)

Physical injury Damaged clothing Fear of retaliation

Emotional needs Transportation needs

For Principal/administrator use only:

Consequence and/or action taken as a result of this discipline referral

Bullying Report Form

Adult receiving the report: _____

Date and time: _____

Level of Offense:

Warning ___ Step 1 ___ Step 2 ___ Step 3 ___ Step 4 ___ Step 5 ___

Where the bullying occurred: _____

Description of the bullying behaviors: _____

Are there immediate safety concerns? Yes No

Level of Behavior (see back) 1 _____ 2 _____ 3 _____