

Wagener-Salley High School
Intervention Procedure for Bullying Behaviors

Once a bullying incident is reported, the following steps will be taken. Consequences for more serious behaviors may be directly referred to the Assistant Principal or Principal for further action.

Step One: Warning

A staff member will discuss the rule with which a student is having difficulty and coach the student on specific strategies in order to avoid bullying behavior in the future. Parents are notified at the teacher/staff member's discretion. Depending upon the severity of the offense, the student may be referred directly to the Assistant Principal/Principal.

Step Two: Intervention by Teacher/Faculty Member or Administrator

Meetings/conferences are held with student(s) involved. School expectations and rules regarding bullying are reviewed with the bullying student (**Appendix C, pg. 25, Code of Student Conduct**). The parent is notified. Consequences are applied consistent with the level of severity of the bullying behavior.

Step Three: Intervention with Assistant Principal/Principal for Repeated Offenses

One day suspension is issued. Student calls parent in the presence of the Assistant Principal/Principal. Consequences are applied consistent with the level of severity of the bullying behavior.

Step Four: Crisis Intervention Response with Assistant Principal/Principal and/or other staff

Parent is required to pick up student and remove from school. Short-term suspension, long-term suspension, or expulsion will be enforced.

****Retaliation against a student who reports a bullying incident will result in immediate consequences as determined by the administration.***

WAGENER-SALLEY HIGH SCHOOL

Procedures for addressing Bullying

Administrator

After reviewing the written statement from the victimized student, the administrator will discuss the incident with the student. The administrator will take additional notes while speaking to the student. The severity of the incident will dictate if the victim is allowed to return to class or speak to a guidance counselor. (If a guidance counselor is not available, the student will be allowed to remain in a designated area where he/she will feel safe.)

The administrator will then ask the accused student to write a statement and then begin the conversation.

- Administrator will continue the investigation by calling adult and student witnesses.
- Administrator will administer discipline as noted in the Aiken County Public Schools Bullying Policy.
- Administrator will call parent of the victimized student and the accused student.
- Administrator will notify the school resource officer, if warranted, through findings of the investigation.

Teacher

- Teacher will not discourage students from reporting inappropriate behaviors. (Students will not be considered “tattling” when reporting incidents.)
- Teacher will immediately separate the student reporting the incident and the accused student.
- Teacher will discreetly gather details about the incident.
- Teacher will speak to the accused student.
- Teacher will call the parents of both students.
- Teacher will determine further action based on the details of the incident.

Student

- The student must report the incident immediately to the supervising adult.
- The student can report to the office to complete an incident report and request to see an administrator or guidance counselor.

Parent

- The parent should call Wagener-Salley High School at 564-1100 and request to speak to an administrator.
- The parent should encourage his/her child to also report any bullying behaviors to an adult at the school.
- The parent should encourage the child to complete an incident report upon arriving to school.

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

Do not file in the cumulative record – Form will be maintained by the grade level Assistant Principal

**Wagener-Salley High School
HARASSMENT OR BULLYING REPORTING FORM**

Directions: Harassment and bullying are serious issues and will not be tolerated. If you are a student, the parent/guardian of a student, a volunteer or visitor, and wish to report an incident of alleged harassment and/or bullying, complete this form and return it to the Principal at Wagener-Salley High School. All school employees are required to report alleged violations. Contact the school for additional information or assistance at any time. This form can be completed anonymously by omitting signature and name. **Every** reported act of bullying or harassment will be investigated, and parents will be informed.

Name of student victim: (Please print):	Age:	Grade:
Student ID #:		

Today's date:		/		/	
	Month		Day		Year

Name(s) of alleged offender(s) (If known): (Please print)	Age	Grade	School	Is he/she a student?	
				Yes	No
				Yes	No
				Yes	No
				Yes	No

On what date (s) did the incident happen?

	/		/		/		/		/		/					
Month		Day		Year		Month		Day		Year		Month		Day		Year

Where did the incident happen (choose all that apply)?		
On school property	At a school-sponsored activity or event off school property	At a bus stop
On a school bus	On the way to/from school	On the computer

Place an X next to the statement(s) that best describes what happened (choose all that apply):				
Teasing	Threat	Stalking	Theft	Cyber bullying
Social exclusion	Intimidation	Physical violence	Public humiliation	Other (please explain)

What did the alleged offender(s) say or do?
(Attach a separate sheet if necessary)

Did a physical injury result from this incident? Place an X next to one of the following:		
No	Yes, but it did not require medical attention	Yes, and it required medical attention

Was the student victim absent from school as a result of the incident?	Yes	No
If yes, how many days was the student victim absent from school as a result of the incident?		

Is there any additional information you would like to provide?
(Attach a separate sheet if necessary)

NAME OF PERSON REPORTING INCIDENT:

Telephone:	E-mail (optional):
Place an X in the appropriate box: Student	Parent/guardian Close adult relative
Signature:	Date: