



# Winthrop Public Schools (0346) Bullying/Retaliation Incident Reporting Process

File: JICFB-E

**REPORT of Bullying/Retaliation** from  
Target/Other Student, Bystander/Witness, Staff,  
Parent/Guardian, Community Member/Agency, Anonymous

Administrator

Is student injured, requiring immediate medical attention?

Yes

Medical Treatment

No

CONDUCT INVESTIGATION

Notify  
Parents/Guardian

Interview student  
Interview witness  
Interview accused  
Review video (if applicable)  
Review documents

Documentation

Determination of incident as  
other than bullying

No

**Is there bullying?**  
**Repeated behavior that has the effect of:**  
•Harm/reasonable fear of harm or damage to property? Or  
•Hostile environment at school for victim? Or  
•Infringement on student's rights at school? Or  
•Material/substantial disruption of  
education/operation of the school?

Yes

Notify parents/guardians of  
victim/perpetrator

Yes

Counseling/Referral (if suitable)

No

Disciplinary Procedures

Yes

Is the behavior criminal?

Administrative Notification of outcome  
To Reporting Staff

Yes

Notify Winthrop Police Department

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Action Step	Timeline	Person(s) Responsible	Assessment	Decision Made
<p>Promulgate rules and regulations:                      -on the requirements related to the principal's duties to notify parents/guardians of the victim and perpetrator;                      -on the requirements of principals to notify parents/guardians of the victim and the action taken to prevent recurrence of bullying or retaliation                      -on the procedures for notifying law enforcement when criminal charges may be pursued</p>	9/30/10	DESE		
<p>Develop a policy that prohibits bullying including the student-related sections of the Bullying Prevention and Intervention Plan</p>	7-1-10-12/31/10	WSC Superintendent Principals Guidance Counselor Teachers Volunteers	In progress	
<p>Develop guidelines and training on the bullying policy for faculty who have special education need students</p>	6-30-10-12/31/10	WSC Superintendent Principals Guidance Counselor Teachers Volunteers	In progress	
<p>Amend student handbooks to include an age appropriate summary of the student-related sections of the Bullying Prevention and Intervention Plan</p>	6-30-10-12-31-10	WSC Principals	In Progress-	Handbooks have already been printed for FY 11. Upon adoption of policy an insert will be created for each handbook and SC policy book updated.
<p>Develop and provide evidence based age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school.</p>	12-31-10-6-30-11	WSC Superintendent Principals Faculty	On-going: The <i>Second Step Program</i> has been in place in grades PK – 8 in the Winthrop Public School system for the last seven years. This program has a parent component and we have offered parent workshops	<p>The district will continue with its programs and develop programs for the secondary level.</p> <p>The School Committee will allocate funds to continue current programming</p>

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			<p>for <i>Second Step</i> strategies for the last five years, which reinforce the curriculum at home and thereby support the school district plan. During the 2009-2010 academic year we added <i>Steps to Respect</i> an adjunct curriculum to the <i>Second Step Program</i> which is a literature based curriculum and specifically deals with bullying issues. This curriculum is in place at the A.T. Cummings Elementary School in grades 3 – 5. We are currently exploring the <i>Facing History and Ourselves Program</i> for the secondary level. Annually for the past several years, C.A.S.A. (Community Against Substance Abuse) our local grassroots organization has held a <i>Peaceful Solutions Night</i> during which the dynamics of bullying, and online safety and cyber-bullying are covered. (s. 5(d))</p>	<p>and the development of a program at the secondary school level.</p> <p>The School Committee will work with the Superintendent to identify necessary funds to provide on-going professional development for AY 2011-2012.</p>
<p>Develop a policy regarding internet safety measures to protect students from inappropriate subject matter and materials.</p>	<p>12-31-10-6-30-11</p>	<p>WSC Superintendent Principals Faculty</p>	<p>On going- Internet safety is currently a component of our computer classes. Internet safety is covered by our teachers in these classes, in an informal way.</p>	<p>Develop a formal component integrated into the standard curriculum. This component shall include issues related to cyber-bullying; and internet safety issues as they relate to cyber-bullying</p>
<p>Develop communication materials for parents/guardians of all students attending the school of the bullying and internet policies in clear, concise language and make it available in different media.</p>	<p>12-31-10-6-30-11</p>	<p>WSC Superintendent Principals Faculty</p>	<p>On going-</p>	<p>Insert language reflecting the bullying policy and internet policy in the general area of the <i>Acceptable Usage Policy</i> which is in our <i>Dear Parent/Guardian Guide</i> as well as our <i>Dear Colleague Guide</i>, both of which are posted on our web site. Develop a sign off sheet for parents that they shall return to the classroom teacher that they have spoken</p>

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				with their child about the policies and their responsibilities.
November, 2010 we began a School Climate Student Survey at the elementary level. We will continue this survey for the entire student population as well as survey staff and parents/guardians utilizing the MARC survey tool this academic year and at the start of the 2011-2012 school year in order to monitor our district/school climate and culture.	11/1/10-on going	WSC Superintendent Principals Teachers Adjustment Counselors Curriculum Coordinator Families Community Members	An analysis of the survey results will be conducted so that we might plan activities and professional development around building a better school climate; plan events in the evenings for families to build better communication, understanding, and relationships; plan programs and activities for students to help generate better communication and build a positive school image.	Utilize the online survey tool from MARC
Develop an annual report outlining the activities, assessment and modifications to the bullying policy taken by the district.	6-30-11	SC Superintendent Principals	In Progress	The SC will dedicate time in its first September meeting to update the community on the bullying policy and solicit public feedback in a public hearing no later than the second meeting in October. The information will be used by the district for planning purposes.