

EXHIBIT A

**Catholic Schools – Diocese of Springfield
Bullying Incident Reporting Process**



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

Administrator or Designee

Is student injured, requiring immediate medical attention?

YES

Medical Treatment

Notify Parents/Guardian

Documentation

NO

CONDUCT INVESTIGATION

Interview student
Interview witnesses
Interview accused
Review Video (if applicable)
Review documents

See School's website for more information

Is there bullying?
Severe [1] or 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 target and of aggressor

Counseling/Referral (if recommended)

Pastor (if applicable),
Diocesan Superintendent's Office

NO

Determination of incident as other than bullying.

Refer to Code of Conduct

NO

YES

Is the behavior criminal?

YES

Notify authorities (Police Department)

Follow up with all involved students

[1] = Is the incident significantly offensive from a reasonable person standard?

*Reports do not lead to disciplinary action based solely on an anonymous report; documentation is made only after an investigation if the only complaint is made anonymously.