

Iredell-Statesville Schools  
Bullying Referral Process

**I. Bullying Referral Made**

**Initial Referral** is reported by witness (es) via various forms of reporting (in person, online, anonymous box etc.)

**Report is made to administrator** (or designee if principal is not available.) and administrator will do the following:

1. Interview Victim.
2. Interview witnesses.
3. Decide if Double I/ R Criteria for bullying are met (Imbalance of Power, Intentional, Repeated).
4. **RECORD INFORMATION ON BULLYING DOCUMENTATION FORM**

IF Criteria for bullying are **NOT** met skip to section **II** below.

IF Criteria for bullying **ARE met** continue with step 4 below

5. Interview reported perpetrator of bullying.
6. Determine consequences/actions to be taken based on # of previous bullying incidents and severity of incident (i.e. was another policy also violated such as assault, etc).
7. Notify parents of victim and document date and time on form.
8. Notify parents of perpetrator and document date and time on form.
9. Document action taken in NCWISE including verbal warnings, parent conference, etc.
10. Refer to Counselor for follow-up services.
11. **DOCUMENT ON BULLYING DOCUMENTATION FORM**
12. **CREATE PREVENTION PLAN AND ENSURE STAFF FOLLOW IT**

**Consider the following:**

- Is the student (victim or bully) on a 504 or IEP?
- Share Prevention Plan with staff
- Is a report to law enforcement warranted/necessary to insure safety?
- Does the student body need to be re-educated on bullying and policy?
- Double check that there is adequate supervision in hallway, cafeteria, playground etc...

**II. Incident Does Not meet Criteria:**

1. Review with reported victim why/how the incident is not considered bullying.
2. Notify Parent.
3. Refer student to SAP/Counselor.
4. **DOCUMENT ON BULLYING DOCUMENTATION FORM**

