

## DOCUMENTATION OF BULLYING

### **Definitions:**

As amended, the Pupil Safety and Violence Prevention Act included are several new definitions. They are as follows:

Bullying: a single incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a pupil or damage the pupil's property; or
- Causes emotional distress to a pupil; or
- Interferes with a pupil's educational environment; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Bullying also includes "actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs.

Cyberbullying: conduct defined in paragraph 1 of this section (the definition of bullying) undertaken through the use of electronic devices.

Electronic devices: include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

Perpetrator: a pupil who engages in bullying or cyberbullying.

School property: all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Victim: a pupil against whom bullying or cyberbullying has been perpetrated.

### **Who Does the Law Consider to be a Bully?**

Bullying or cyberbullying occurs when "an action or communication as defined in RSA 193-F:3:

- a) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- b) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

## Initial Report of Bullying

### Incident Report

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_

Date incident reported: \_\_\_\_\_

Date of reporter's awareness of issue: \_\_\_\_\_

Name and position/title of reporter: \_\_\_\_\_

Name of alleged perpetrator/s: \_\_\_\_\_,

Name of alleged victim/s: \_\_\_\_\_,

Place of incident (please be specific): Please check one (On school property \_\_\_\_\_  
Off school property \_\_\_\_\_).

Please list specific location of incident: \_\_\_\_\_  
\_\_\_\_\_

List any and all witnesses to the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the incident in detail.

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\_\_\_\_\_  
\_\_\_\_\_  
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Notification of an incident must be reported to the Building Administrator the same day the incident was reported to you.





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Please check all that apply to this incident.

- Physically harms a pupil or damages the pupil's property;
- Causes emotional distress to a pupil;
- Interferes with a pupil's educational opportunities;
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Please explain your reasons for this determination

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**Response to remediate the incident of bullying**

This response will be developed in order to impose discipline if appropriate, to reduce the risk of future incidents and, where deemed appropriate, to offer assistance to the victim and perpetrator. The principal shall recommend a strategy for protecting all pupils from retaliation of any kind. Communication to all individuals involved must be completed and documented within 10 school days of the completion of investigation.

Document date of contact to the individuals involved in the investigation and remediation.

- Communication with superintendent to report incident;

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Method: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Communication with alleged victim's/victims' parent/guardian to report incident;

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Method: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Communication with alleged perpetrator's/perpetrators' parent/guardian to report incident;

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Method: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Remediation**

Determination of remediation:

\_\_\_\_\_ Based on the investigation, it has been determined that a "Bullying Remediation Plan" should be developed (remediation plan in this document).

\_\_\_\_\_ Based on the investigation, remediation is not necessary at this time. Provide an explanation of why this was determined.

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SAU #7 Policy Committee: Recommended for Adoption – October 25, 2018

Pittsburg School Board: Adopted – April 29, 2019

Colebrook School Board: Adopted – May 7, 2019

Stewartstown School Board: Adopted – June 3, 2019