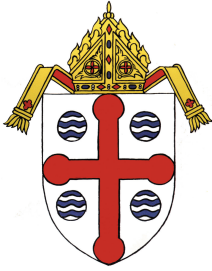


EXHIBIT A

**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

School \_\_\_\_\_  
Principal \_\_\_\_\_  
Phone Number \_\_\_\_\_  
  
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?

NO

Determination of incident as other than bullying.

YES

Notify parents/guardians of target and of aggressor

Counseling/Referral (if recommended)

YES

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.