



Pembroke Public Schools, Pembroke, Massachusetts 02359

Incident Report is completed and incident is reported to Administrator

Administrator conducts investigation to determine if bullying occurred

Interview all parties involved in incident

Assess the situation for a possible crime. *(Was there physical contact or injury, use of a weapon, serious threat of injury, stalking, harassment or detainment, loss of property or damage to property?)*

Yes

Contact the police *(Let them investigate and decide whether a crime has occurred.)*
Inform parents that police have been called

No

Was there aggression? *(Physical aggression such as hitting, shoving or threatening injury; verbal aggression such as teasing or name-calling; social aggression such as spreading rumors or shunning.)*

No

Not Bullying
Consider another infraction.

Yes

Was this aggression repeated? *(Was there more than one incident?)*

No

Not Bullying
Consider another infraction.

Yes

Assign Consequences *(If appropriate)*

Contact Parents

Complete Investigation Report/Action Plan
Copy and file report with Principal

Follow Up: Monitor behavior and communicate with parents and staff