

**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)*

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*

No

**Not Bullying**

Yes

**Was this action severe and/or repeated?** *(Was there more than one incident or did the aggressor fail to stop when asked?)*

No

**Not Bullying**

Yes

**Assign Consequences**

**Contact Parents**

**Complete Investigation Report/Action Plan**

**Copy and file report with Principal and LABBB Director or Coordinator**

**Follow Up:** Monitor behavior and communicate with parents and staff