



Bullying Prevention and Response Protocol

Revised August 2025

Bullying Definition:

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or student's' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying Prevention:

- Each class holds weekly advisory meetings to build positive interpersonal relationships and a supportive classroom environment.
- Each class utilizes lessons to explicitly teach appropriate social skills, non-violent conflict resolution skills, and strategies for responding to bullying incidents.
- All WDJH students are taught annually about an easily accessible online form that can be used to report bullying. The report is immediately received by the assistant principal when submitted and managed in response. The form is available at: <https://sites.google.com/wdsd7.org/wood-dale-junior-high/report-bullying>
- Annually, all WDJH students participate in grade level and/or school wide activities and assemblies that encourage positive social interaction.

Response to Bullying:

Physical Bullying	Verbal Bullying	Cyber Bullying
<u>stops</u> when confronted by staff—teacher managed	<u>stops</u> when confronted by staff—teacher managed	<u>stops</u> when confronted by staff—teacher managed
<u>continues</u> when confronted by staff—office managed	<u>continues</u> when confronted by staff—office managed	<u>continues</u> when confronted by staff—office managed

Note: The chart above is provided as a guideline. When unsure about responding to student behavior, staff members should consult with colleagues. When in doubt, a student should be referred to the office with a brief note or verbal report to office staff.

In ALL cases: 1. Confront misbehavior 2. Communicate & Reteach 3. Notify Parent 4. Document

- All staff members are expected to:
 - Investigate after witnessing bullying, or receiving a report about bullying behavior as soon as reasonably possible, but within 10 school days of the report.
 - Confront the misbehavior.
 - Clarify with the children involved what the expected behavior is.
 - Communicate details about the incident with parents/guardians or other staff members as needed.
 - Document the incident and the school's response on a standard WDJH Behavior Management Incident Form which is also documented electronically.
- The principal or designee will involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

- The staff member will notify the building principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- Consistent with federal and State laws and rules governing student privacy rights, the principal or designee will inform parents/guardians of the students, who are parties to the investigation, information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
- The building principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
- The building principal or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
- A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.