

CCS Bullying/Harassment Report and Response Update: 2022-23

Online Bullying Report Forms:

- **Location (click link above)**
 - Safety tab under *Find it Fast* on all webpages
 - Student Links at bottom of CCS main page
 - Parents tab or Resources tab on school websites
- **Response**
 - Reports are automatically emailed to Admin Services.
 - Kim Davis or Sue Burns will forward the report to the **Principal and “Bullying Response Team”**.
 - Once the Bullying Report has been investigated complete the [Online Bullying Report Response Form](#) (click this link) **required*

REQUIRED STEPS

1. Bullying Report Investigation

- Interview (speak with)
 - the person who submitted the bullying report
 - the student who was allegedly bullied or harassed
 - the person accused of bullying or harassing
 - any witnesses (students, staff)
- Determine if the behavior is bullying or another issue

2. Results and Intervention

- If bullying did occur, interventions implemented
- Document in PowerSchool even if no suspension- include the victim
- If online Bullying Report- complete the [Online Bullying Report Response Form](#) (same as above)
- If not online form- document the results of the investigation and keep for your records

3. Follow-up

- Provide a written response to the reporter discussing the findings **written response is required*
 - Templates/samples are on Administrative Services Bullying Information webpage (sign in Schoolwires)_
<http://www.cabarrus.k12.nc.us/Page/30158>

[Admin Services website](#) (click link)-(must sign-in to Schoolwires) Go to: Departments- Administrative Services-Bullying and Harassment Information in the left side column.

Bullying and Harassment Information Page- link is also located under Administrator Information. This is a resource for responding to Bullying reports- lots of information for you.

- Staff training PPT for use with your school’s staff (update available before staff return)
- *School Checklist for Bullying Prevention and Intervention* (what is expected in CCS)
- *Hardcopy of Bullying Report* (place in Offices- Main, Nurse, Counselor)
- Link to Online Bullying Report
- Link to Online Bullying Report Response Form
- Review and Investigation forms (Optional)
- Sample response letters for parents
- Sample email responses
- 20 Questions Parents ask Principals about Bullying and how to answer

Questions? Contact Sue Burns (Cell) 704-791-0514 (Office) 704-260-6501 or susan.burns@cabarrus.k12.nc.us