

# Saint Mary's Academy, Longmeadow, Ma

## Catholic Schools – Diocese of Springfield

### Bullying Incident Reporting Process



See School's website for more information  
[www.stmaryslongmeadow.org](http://www.stmaryslongmeadow.org)

**REPORT from**  
 Target/Other Student, Bystander/Witness, Staff  
 Parent/Guardian, Community Member/Agency, Anonymous\*

Principal

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

**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.

Refer to Code of Conduct

**YES**

Notify parents/guardians of target and of aggressor

Counseling/Referral (if recommended)

Pastor (if applicable),  
Diocesan Superintendent's Office

**YES**

**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.