**Saint Louis Public Schools Definition of Bullying**: Intimidation, **unwanted aggressive behavior,** or harassment that **is repetitive or is substantially likely to be repeated** and cause a reasonable student to fear for his or her physical safety or property; **substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school.**

When any St. Louis Public Schools employee, becomes aware of a bullying situation the following steps are required by School Board Policy/Regulations:

1. In a suspected bullying case, notify administration within **­2 days** and document the case using the Bullying Report form.
2. Investigation of bullying allegation must be initiated within **2 days** of receiving the bullying report.
3. Inform the parents of the bullied student that you will conduct an investigation and follow up with the parent.
4. Privately and separately interview the student experiencing bullying.
5. If appropriate, provide assistance and support during the victim interview.
6. Ensure immediate safety measures are in place for the victim.
7. Interview witnesses. Take written statements on the Bullying Report Form. Inform the staff of the bullying allegation.
8. Privately and separately, interview the accused. Inform the accused that retaliation is prohibited and consequences will be administered if reprisal is attempted.
9. Determine if this is a case of bullying. If it is, then use the Code of Conduct to apply appropriate consequences and interventions. Mediation should not be attempted if the victim is afraid or unwilling to participate.
10. Develop a plan with the students for how to prevent further issues.
11. Follow up with all involved students within **10 school days for the date of the written report unless good cause exists to extend the investigation.**

**Saint Louis Public Schools defines bullying** as **physical**, **verbal**, **written**, or **electronic** conduct that was

❑ **Intimidating or** **unwanted aggressive behavior**, and

❑ **Repeated** (Harassment can be a single instance), and

❑ **Substantially interferes** educational performance, **opportunities, or benefits of any student without exception** and/or disrupts the orderly operation of schools

Types of adverse impact include:

❑ Physical or emotional harm to the target

❑ Damage to the target’s property

❑ Instilled fear of harm

❑ Creating a hostile environment at school (e.g. involving others in teasing, instigating crowds)

❑ Significantly disrupted the orderly operation of a school (even if event occurred outside school hours or off school property)