

## **Process for Reporting Bullying**

### **EFWMA Safety Pledge**

- I want my school to be a place where all students feel and treat each other with respect.
- I will not bully, tease, or hurt anyone. If I hear bullying or teasing, I will tell the person to stop and report it to an adult.
- I will tell an adult right away if I hear anyone threaten another person.
- I will immediately tell an adult if a student brings something to school that could hurt someone

EFWMA is committed to creating a safe and caring environment for all students. All members of the EFWMA family will treat each other with respect; bullying of any form will not be tolerated.

Bullying is defined as written, verbal, or physical conduct that, in the judgment of the principal, is sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for the student and is harmful to a student or a student's property, or when a student with more social and/or physical power deliberately dominates and harasses another who has less power.

Cyberbullying is defined as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

### **Staff Reporting Bullying**

Any staff member who witnesses bullying will address the incident between the students. Then, the staff member will report the incident immediately to the principal to start the investigation.

This initial report should ideally include:

- Date, time, and location of the incident,
- Individuals involved and their roles (e.g. target/victim, aggressor/perpetrator, bystander/witnesses),
- Details of the incident,
- Information about if/how the incident is part of a pattern of bullying, harassment or retaliation (e.g. prior documented incidents), and
- Any actions taken by staff to defuse the situation.

## **Students, Parents/Guardians, and Others Reporting Bullying**

As part of the EFWMA family, students, parents/guardians, and others are expected to report any instances of bullying immediately to EFWMA staff and administration. This may be done by phone, face-to-face, by email, in writing, or [through an anonymous form](#).

At EFWMA, all students are expected to act with integrity. A student found to have engaged in, encouraged, aided, assisted in, or had knowledge of and failed to report a hazing or bullying incident will be subject to discipline in compliance with the existing discipline policy. A student who has retaliated against another for reporting bullying will be subject to discipline according to the discipline policy. According to the EFWMA discipline policy, bullying is a level III offense. All level III offenses will be referred directly to administration. Parents/guardians of all parties will be notified and students will complete a restorative/reflective form and be referred to the SEL coordinator for intervention and support. Victims and anyone else connected to the incident will complete a restorative/reflection form and be referred to the SEL coordinator. Measures will be taken to ensure that anyone who is a victim of bullying feels safe in their environment.