

Figure 3 Parent information

Dear Parents and/or legal guardians,

We at _____ are using a new protocol for helping students understand when bullying is occurring and help other students know when they might be bullying others. The new protocol is called, "I'm gonna write that down." This is a statement that any student can use at anytime they feel they are being bullied and are fearful. This statement does not speak to intent, but a way to create awareness for all students when a person is feeling bullied. Upon hearing "I'm gonna write that down," the student or students who are creating the situation shall stop their interaction with the student, and not repeat the comments, gestures, or intent of the interaction again. The student who said, "I'm gonna write that down" will fill out an incident report with all pertinent information, and as long as no offensive language or physical violence has occurred there will be no other actions taken by the school, but the report will be given to the school counselor as record of evidence. This gives all students a chance to assess their actions and the situation and to not repeat the actions. Should they repeat at any time another situation that causes a student to feel bullied, harassed, fearful using teasing, verbal threat, or physical threat, the statement will be made "I'm gonna write that down," for the second time. The student will again fill out an incident report and turn it into the counselor. Depending on the severity of the language or harm in the opinion of the counselor the second incident report may cause a meeting with the student or group of perpetrators. If there are no more situations then no other action will be taken. If a third incident report is created by a student saying, "I'm gonna write that down," to the same student or group then parents will be notified and the perpetrators will be in violation of school and district bullying policy with corrections depending on severity examples being suspension or expulsion. At any time the student or group perpetrators may create their own report, but once they have heard, "I'm gonna write that down," there is no reason to initiate further interaction with the student who feels as if they are being bullied. The school will take each report seriously, but give all perpetrators a chance to remedy the situation themselves. All students will be trained until they understand the program and steps. We thank you for your help and if you have any question please feel free to contact the counselor. We also welcome you to attend the program training to further your understanding. And we thank you for your support in creating a safe environment for all students.

Sincerely,