

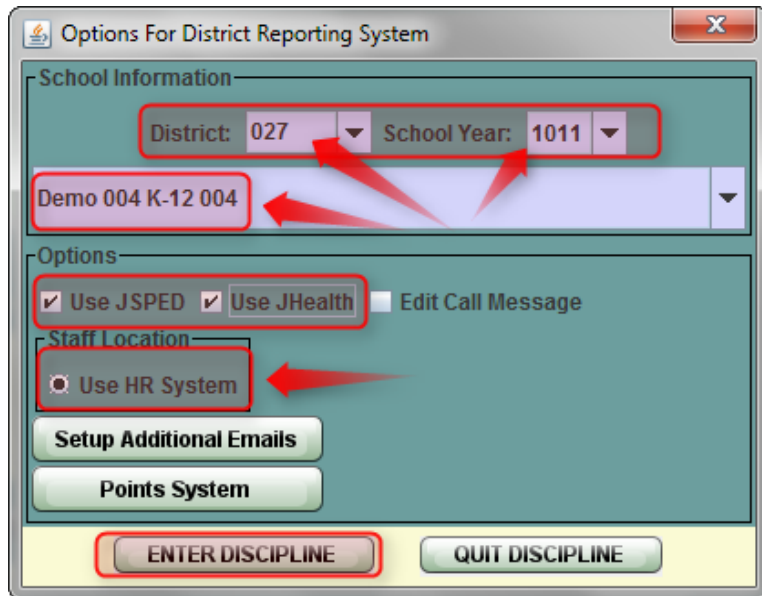


BULLYING / CYBERBULLYING

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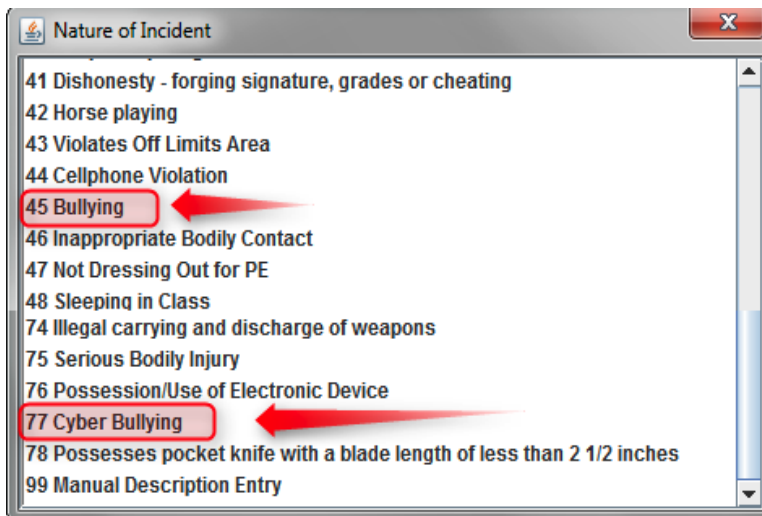
1. At the main JPAMS screen, click the **Discipline** button, then click the hyperlink for **Discipline Posting and Reports**.

2. At the setup box, check the **District**, **School Year** and **School**. Click to place a check mark for **Use JSped**, **Use JHealth**, and **Use HR System**. Click **Enter Discipline**.

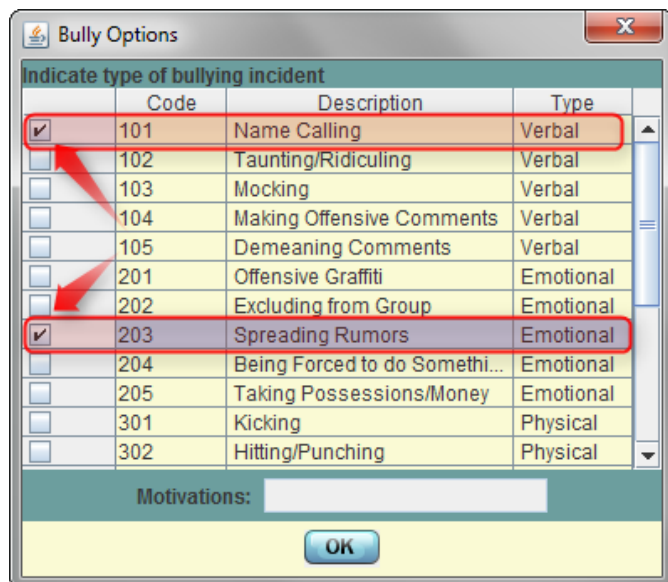


3. On **RefPg1**, enter the normal incident information such as student, staff member making referral, date of incident, location of incident, etc...

4. To select an incident code, under **Nature of Referral Incident Description**, click in the first blank cell under **Code**, then choose either **45 Bullying** or **77 Cyber Bullying**.

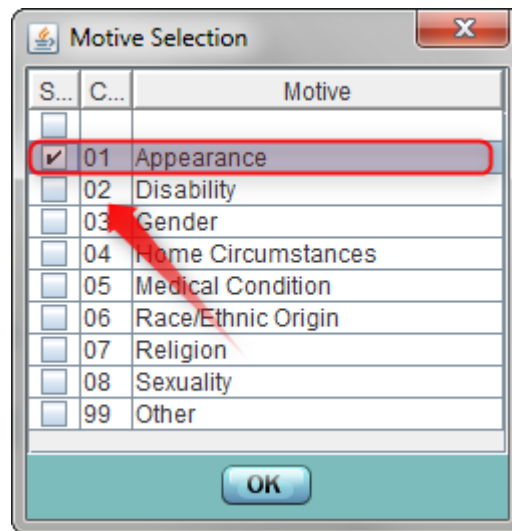


5. After clicking one of the above incident codes, another window will appear with different categories of bullying. Select all codes that best fit the type of bullying done in this instance. *(See end of this section for a complete listing of codes)*



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6. Click in the **Motivations** cell, then select all possible motivations for the bullying incident. Click **OK**.



7. In the Witnesses area, click on the first row to enter any student witnesses. If there are multiple witnesses, click on the first row (insert row) to select each additional witness.

8. On the right of the discipline screen, click Refpg2 to enter more information related to the incident.

9. On Refpg 2, if there are any actions or comments from the employee (teacher, other staff) enter them as usual.

10. On Refpg 2, locate the Victims area of the screen. Click in the first row. A list of students will appear. Click to select a victim of the incident. You can insert additional victims by clicking on the first row (insert row) of the Victims box.

D	Victims	Sidno
	CASSIDY, SALLY BLAKE	6049958
	ANDREPONT, SHAUNA	2049901

11. On **Refpg 2**, locate the **Perpetrators** area of the screen. Click in the first row to add an additional perpetrator of the incident. To add more **Perpetrators**, click in the first row (insert row) to choose another, then repeat for each additional **Perpetrator**.

D	Perpetrators	Sidno
	COMPTON, STEPHANIE CHR...	9040006
	BOUDREAUX, CATHERINE L...	7049974

NOTE: BY SELECTING ADDITIONAL PERPETRATORS, A MATCHING REFERRAL, WITH THE EXCEPTION OF THE ADMIN PAGE, WILL BE CREATED FOR EACH PERPETRATOR.

TIP: *The Witnesses, Victims and Perpetrator fields can be used for any discipline referral, not just Bullying type referrals.*

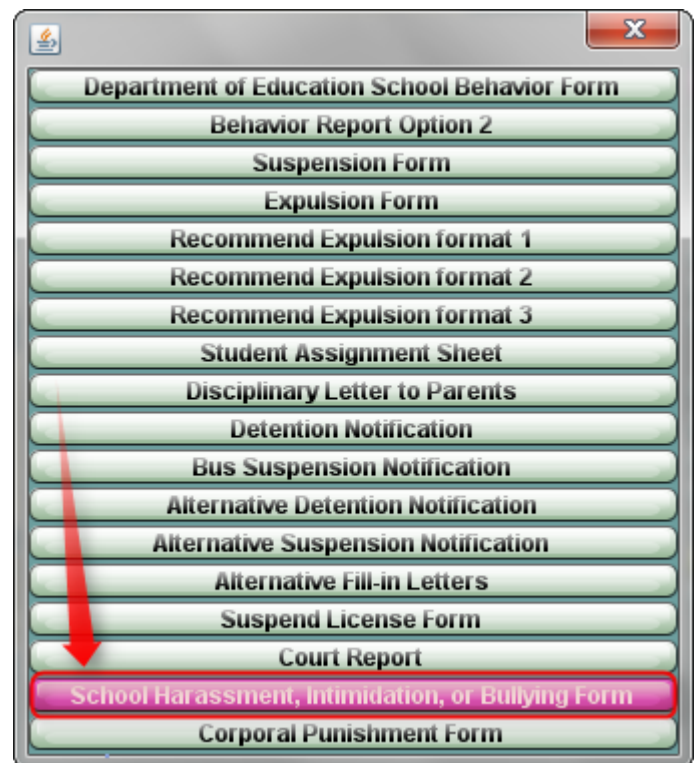
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12. On the right of the discipline posting screen, click the **Admin** button to go to the **Admin** page of the referral. Per the normal routine, the administrator would enter the discipline actions taken and remarks in regards to the incident.

Note: Remember, the actions on the Admin page will not duplicate for all additional Perpetrators. Only Refpg 1 and Refpg 2 will duplicate for each additional Perpetrator.

13. Click the **Save** button to save the referral.

14. To print a report of the incident click the **Letters** button (in WebPams select go to Actions pulldown in upper right corner). From the selection, click on the button labeled **School Harassment, Intimidation, or Bullying Form**.



15. To post administrative actions for other **Perpetrators** involved, click the **Find Ref** button and locate the desired student/referral. The program will go directly to the **Admin** page for posting of actions and remarks. (Don't forget to **Save** after entering **Admin** actions for each **Perpetrator**!.)

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Below is a listing of the Bullying Type codes and Motivations codes:

Verbal

- 101 Name Calling
- 102 Taunting/Ridiculing
- 103 Mocking
- 104 Making Offensive Comments
- 105 Demeaning Comments

Emotional

- 201 Offensive Graffiti
- 202 Excluding from Group
- 203 Spreading Rumors
- 204 Being Forced to do Something Against His/Her Will
- 205 Taking Possessions/Money

Physical

- 301 Kicking
- 302 Hitting/Punching
- 303 Pushing
- 304 Pinching
- 305 Stalking
- 306 Inappropriate Touching

Electronic Aggression (Cyberbullying)

- 401 Offensive Text Messages
- 402 Offensive Emails
- 403 Sending Degrading Images
- 404 Posting Rumors or Lies
- 405 Identity Theft with Intent to Cause harm
- 999 Other

Motivations

- 01 Appearance
- 02 Disability
- 03 Gender
- 04 Home Circumstances
- 05 Medical Condition
- 06 Race/Ethnic Origin
- 07 Religion
- 08 Sexuality
- 99 Other