

Inclusive Practices and Student Support

NOTICE OF EMPLOYEE OBLIGATION TO REPORT WITNESSED BULLYING

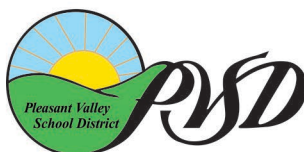
The Board of Trustees mandates the District develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If you witness any bullying behavior, it is your obligation as an employee of the Pleasant Valley School District to report it. Policy 5131.2 states, "Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal." You have one business day to report any suspected incident of bullying to your site administrator.

All school campuses and the District office have report forms on-site. If you have any questions or need assistance completing the form, do not hesitate to contact your immediate supervisor or Kelly Borchard, Director of Inclusive Practices and Student Support.

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Pleasant Valley School District
Bullying Documentation Chart Intake Form

Initiator: _____

Contributor Name(s): _____

Victim Name(s): _____

Type of Bullying (Check all that apply):

- Electronic Physical Sexual Social Verbal

When and where did this take place?: Location: _____

Date: _____ Time: _____

Description/Narrative: _____

Briefly describe sequentially what occurred (Use back if needed): _____

Witness/Bystanders: _____

Written/Dictated Statements: Initiator(s) Victim(s) Witnesses
 Bystanders Staff

Intake completed by (please print name): _____

Date: _____