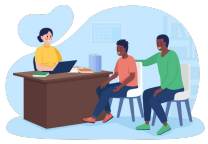
BULLYING REPORTING PROCESS

A Clear Path for Parents and Students

1 START WITH SAFETY



If student is in immediate danger:

- Contact the school office immediately.
- Call 911 in an emergency.
- Call 988 or visit 988Lifeline.org if student is experiencing mental-health related distress, including thoughts of suicide.

2 REPORT THE CONCERN





- Contact the teacher.
- Contact the principal.
- Be sure to tell them who, what, and where, as well as provide evidence.
- Request a formal review.

3 COMPLETE THE REPORTING FORM

- Complete the online Harassment and Bullying Report Form (Google Form) - or - download and complete the Harassment and Bullying Report Form (PDF) and submit it to school administrators.
- Include dates, names, details, and evidence.
- Keep a copy for your records



4 SCHOOL INVESTIGATION PROCESS

- Review report and all evidence.
- Interview students.
- Determine **Substantiated** or **Not Substantiated**.
- Document the findings.



5 COMMUNICATION AND SAFETY PLANNING

- Investigation results.
- Actions taken.
- Develop a **Safety Plan**, if needed.



6 IF CONCERNS CONTINUE

- Parents/Guardians should contact the Superintendent.
- Request a review of procedures.



PARTNERING FOR STUDENT SAFETY → Report issues promptly. → Provide specific details. → Work with the school. → Stay in communication.