

HARASSMENT, INTIMIDATION, AND BULLYING

REPORTING AND RESPONDING PROTOCOL



In order to ensure the safety of our students, it is imperative that all district employees respond to and investigate bullying, harassment or intimidation using the following protocol and strictly adhering to procedure and legal guidelines.

PROCEDURES AND TIMELINES

1. **Formal Report**-All incidents of reported harassment/intimidation/bullying must be submitted to the building principal and/or designee utilizing the district formal reporting forms.
2. The investigator, upon receiving the formal report, secures any witness statements, and completes both the **victim and offender response sheets**. Parents/guardians of both the victim and the offender must be notified upon receiving the report and be given appropriate information pertaining to the report.
3. If the act is verified, the parents/guardians of the *Perpetrator* must be notified in writing of that finding with description of discipline imposed included. The offender response form allows for this.
4. If the act is verified, the parents/guardians of the *Victim* must be notified in writing with care taken to respect the privacy rights of the Perpetrator.
5. A **Cease and Desist Order** should be issued in all verified acts.
6. For allegations of criminal misconduct, a report must be made to law enforcement and the District must still conduct its own investigation.
7. For allegations of Child Abuse, a report must be made to Children's Services and the District must still conduct its own investigation.
8. A copy of each formal report should be maintained in the building principal's office who will generate bi-annual data for required reporting.

DISCIPLINE

The administration of discipline is left to the building administrative teams due to the range of severity in bullying, harassment, and intimidation situations. In all verified cases, a Cease and Desist is to be issued. Any incident of bullying, harassment, or intimidation following a Cease and Desist with the named Victim should result in in-school or out-of-school suspension. Repeat offenders will receive heightened consequences and potential law enforcement involvement.