**Bullying, Harassment or Intimidation Reporting Guidelines**

**Student** experiences bullying, harassment or intimidation incident as victim or witness

- **Parent** observes bullying, harassment or intimidation or receives report of bullying, harassment or intimidation
- **Staff Member** observes bullying, harassment or intimidation or receives report of bullying, harassment or intimidation
- **Adult Relative** observes bullying, harassment or intimidation or receives report of bullying, harassment or intimidation
- **Other Adults** observes bullying, harassment or intimidation or receives report of bullying, harassment or intimidation

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**Student, parent, staff member, adult relative or other adult completes a Bullying, Harassment or Intimidation Report Form and submits it to the School Administrator**

**Reported Victim** is provided with a Rights, Protections and Services Letter

**School Administrator** conducts an investigation of the incident and does one or more of the following:

- **Parent contact**
- **Follow Discipline Matrix as appropriate**
- **Staff plan for supervision and intervention with student(s)**
- **Refer to Counselor**
- **Contact Law Enforcement *mandatory if physical injury has occurred**
- **SRO**

**Reported Victim** is provided with the Resolution Letter

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**Note:**

1) All Reporting forms, supporting documents, documentation of providing reported victim with Responsibility, Protections and Services Letter and Resolution Letter must be kept for six years.

2) All Reporting forms must be documented on spreadsheet provided by Student Services and submitted quarterly to the Student Services department.