

**REPORTING BULLYING/HARASSMENT**  
Procedures for Students, Parents, and Other Non-Employees

Any student who (1) is the target of any bullying or harassment; (2) who observes/witnesses any incident involving bullying or harassment; or (3) obtains knowledge of possible bullying or harassment that the student finds credible or upsetting, is strongly encouraged to report the incident(s) to District staff using any of the procedures identified in this rule. Parents and guardians and others with relevant knowledge/information/concerns related to incidents involving students are similarly encouraged to report such concerns/incidents to the District.

There are several different ways that students, parents and guardians, and others can report concerns related to bullying and/or harassment:

1. At the Building/School Level: a. Making an informal written report (e.g., via a parent email) to a teacher, activity supervisor (e.g. a head coach, a bus driver, etc.), student services staff member or building principal; or b. Completing a “Report of Bullying or Harassment” form and delivering the form to a teacher, student services staff member (e.g., a school counselor) or to the building principal; or c. Submitting an anonymous online report through means established by the district for such reporting.
2. At the District Level: a. Completing a “Report of Bullying or Harassment” form (available on the district website) and delivering the form to the office of the District Administrator; or b. Pursuing a District-level complaint using the District’s student discrimination complaint procedures. When using these procedures, the complaint may be initially filed with the District Administrator (or the designated Equal Educational Opportunities Compliance Officer).

A student or parent or guardian can choose the specific reporting method with which they are most comfortable. That is, any report/concern/incident(s) can be brought forward at the building level and/or at the District level. The specificity and clarity of the information (e.g., expressly identifying in connection with a verbal report that the issue concerns “bullying” and/or “harassment”) is likely to be more important than the particular method that is used to make the initial point of contact. To help avoid misunderstandings, the District strongly encourages students and parents and guardians to submit a written report using the District’s “Report of Bullying or Harassment” form any time they want to be sure that they are prompting the investigation and intervention steps outlined in related District procedures.

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