How to Make a Report of Bullying

In our district, students/parents have the ability to file an online or offline incident report. Students are informed at the beginning of school, as well as periodically during the school year, how to file a report of bullying. Here's a closer look at the two:

1) Offline (in person)
    a. Students can report to their teacher (in person or written) or other staff members in the building.

    b. Students can report directly to the Assistant Principal or Counselor. This exact procedure varies from campus to campus, but school officials do make students aware of the process. Most campuses have a "Bullying Incident Report" (might have another name) form. These can usually be found in the administrator's or counselor's office.

    c. Students are encouraged to report to an adult at school and home until the bullying stops.

2) Online
    a. STOP!T App – Students are given a code for their campus to download the app. Once downloaded, follow prompts.

    b. STOP!T Web Based – click the icon found on campus websites and follow prompts.

    c. Once you submit your online report the message will be sent to the campus administrators to begin the investigative process.

    d. Campus administrators will contact the students and parents involved in the report.

    e. Interim steps will be taken to insure safety of the students involved while the investigation is taking place.

    f. Once the investigation and a plan of action have been determined, the investigator will inform all parties involved of the findings.

    g. Students and parents are encouraged to report all forms of bullying or retaliation to the staff member conducting the investigation.