Parent, Guardian, Student or Concerned Citizen has a bullying, harassment, discrimination or hazing concern to report.

Report concern either verbally or in writing to any administrator, faculty or staff member or other personnel at the school (as soon as practicable but preferably within thirty (30) days).

Concern will be documented and submitted to the school principal or his/her designee and the report will be entered into Infinite Campus.

The school principal or his/her designee will launch an investigation no later than the following school day; all investigations will include, at a minimum, the creation of a statement of facts and the interviewing of witnesses.

At an appropriate time during or after the investigation, the parents of all parties will be verbally notified, but no later than three (3) school days after completion of the investigation (consistent with federal confidentiality laws).

If found in violation of Code of Student Conduct, age-appropriate consequences will be given to the accused student(s); targeted student and parents will be notified of outcome (consistent with confidentiality laws).

Reporting person has no further concerns and incident is closed.

Reporting person believes that the school did not take appropriate or effective action to address bullying, harassment, discrimination or hazing.

Reporting person should contact the appropriate Regional Superintendent; he/she will launch an investigation into the matter within three (3) school days and provide appropriate feedback to the reporting person within ten (10) school days.

Reporting person has ongoing concerns that response was not appropriate or effective.

Reporting person should contact the Office of the Superintendent; he/she will launch an investigation into the matter within three (3) school days and provide appropriate feedback to the reporting person within ten (10) school days.

The school will conduct follow up with the targeted student and, as necessary, with the offender and/or the school community.