

STUDENT HARASSMENT / BULLYING / CYBERBULLYING PREVENTION

When a professional staff member receives information regarding a suspected offense, the staff member will transmit it to the school administrator no later than the next school day following the day the staff member receives the information or observes the incident. If the incident involves the school administrator, the professional staff member shall forward the information to the next administrative level.

At a minimum the licensed employee shall provide the identifying information on the suspected offense in writing and with such specificity of names, places and times as to permit an investigation to be carried out by the administration. The licensed employee should sign the written suspected offense report. However, an unsigned form will be processed in the same manner as a signed form.

The person reporting the suspected offense shall preserve the confidentiality of the subjects, disclosing names only to the appropriate school administrator or next higher administrative supervisor, or as otherwise required. A failure by the licensed professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action.

The incident will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported suspected offense or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the student who is the target of the suspected offense at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

See the Forms (English/Spanish) pages 10/11 or the District Website or Google Drive

Hatch Valley Public Schools

STUDENT HARASSMENT / BULLYING / CYBER-BULLYING REPORT

(To be filed with the school administrator, the administrator's supervisor, or with the Superintendent)

Additional pages may be attached if more space is needed

Targeted Student:

Name: _____ Date: _____
School: _____ Grade/Class Year: _____ Is student aware of this report? _____

Name of Person (s) suspected of harassing, bullying or cyber-bullying?

Other identifying information - gender, grade, affiliations:

Specify the suspected offense by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name: _____ Address _____ Telephone # : _____

I certify that this information is correct to the best of my knowledge.

Signature of Licensed Staff member

Date Signed

Administrator Receiving Report

Date Received

The investigating administrator shall give one (1) copy to the reporting staff member and retain one (1) copy for the file.

Escuelas Publicas del Valle de Hatch

Reporte de Acoso Estudiantil/ Intimidación / Acoso Cibernético

(Debe ser presentada a el administrador de la escuela, el supervisor del administrador o con el Superintendente)

Páginas adicionales se pueden unir si se necesita más espacio

Estudiante Siendo Intimidado:

Nombre: _____ Fecha: _____

Escuela: _____ Grado / Clase Año: _____ Estudiante es consciente de este informe? ____

Nombre de la persona (s) sospechoso del acoso, intimidación o acoso cibernético?

Información y otras formas de identificación - género, grado, afiliaciones:

Especifique el presunto delito por plantear el problema como lo ve. Describa el incidente, los participantes, los antecedentes del incidente, y cualquier intento que ha hecho para resolver el problema. Asegúrese de anotar las fechas relevantes, tiempos y lugares.

Si hay alguien que podría proporcionar más información sobre esto, por favor de anotar el nombre (s), Dirección (es) y número de teléfono (s).

Nombre: _____ Dirección _____ Teléfono: _____

Certifico que esta información es correcta a lo mejor de mi conocimiento.

Firma del Funcionario Autorizado

Fecha

Administrador que recibió el reportaje

Fecha

El administrador de la investigación dará una (1) copia al miembro del personal de información y mantener una (1) copia para el archivo.