

## PROCEDURES FOR REPORTING

### **Bullying, Cyberbullying, Harassment, Hazing and Dating Violence and Abuse**

The Board designates the school principal as the person responsible for receiving all complaints. Any student or student's parent/guardian who believes s/he has been a victim of any of the above acts should immediately report the situation to the school principal. Should an act occur during non-school hours it may be reported to a law enforcement agency.

Written and oral reports are considered official reports. Reports can be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Disciplinary action may follow these acts after formal investigations are completed.

A victim of the above acts, or anyone who witnesses an act and has credible information, may utilize the Stop, Walk, Talk reporting procedures. For example:

**Stop:** Tell the offender to stop, or you can say to yourself, "I won't allow this person to make fun of me, tease me, or bully me."

**Walk:** Walk away calmly. Don't fight back; if possible, find a friend to walk away with you. Try not to show anger or fear. (Students who bully like to see they can upset you.)

**Talk:** Tell a trusted adult, your teacher, school counselor, or an administrator if you are being bullied at school. **Telling is not tattling.** Write down--or ask someone to write down for you-- what happened, where and when it happened, and who bullied you. Remember that you can always tell your parents or guardians.

➤ Report the incident:

- To an adult
- In writing
- In the anonymous "Comments" box(es) located in your school's main office, health room, guidance office, student support specialist office, and media center.

If bullying occurs after school hours, report it to your local law enforcement agency or notify your SRO when returning to school.

➤ If you witness bullying (**you are a bystander**), you should:

- Refuse to join in
- Never fight a bully
- Get others to help you speak out against the bully
- Distract the bully

- Report all bullying to school staff
- The reporting form can be found online on the School District of Indian River County website: [www.indianriverschools.org](http://www.indianriverschools.org) or a copy can be obtained at your child's school.
- Utilize comment reporting boxes that are placed in your school's main office, health room, guidance office, and media center
- Contact local law enforcement if an act occurs after school hours

Consequences for Bullying, Cyberbullying, Harassment, Hazing and Dating Violence and Abuse consequences and appropriate remedial action for students may range from positive behavioral interventions up to and including suspension or expulsion.