



## **How to Report Bullying at Basalt Elementary**

Students who witness bullying or are a target of bullying should notify a staff member immediately. Parents are also asked to notify their student's teacher immediately when their child discloses a bullying incident (regardless of role: target, bystander, or bully). All staff members shall document complaints pertaining to bullying and are to inform administration. Prompt notification ensures each incident will be handled in a timely manner. Once reported, administration will investigate the reported act and determine the validity of the allegations. At no time during the investigation will the bully, target, and/or bystander be interviewed together. Each interview will be conducted privately and separately and will remain confidential.

Resolutions for bullying may be conducted formally or informally. Informal resolutions are mutually agreed upon and will be conducted in the presence of an administrator. Administration will document the agreement and notify parent(s)/guardian(s) of each student involved. Parents will only be informed of their child's involvement and resolution agreements. Formal resolutions will be determined based on the frequency and seriousness of the incident. Formal resolutions will include appropriate disciplinary action, including suspension, expulsion, and/or referral to law enforcement. The school may also provide referrals and/or interventions: to address the bullying behavior, to provide assistance to the parents of the bully, to support the targets of bullying, and/or to empower the bystanders. Under no circumstances will retaliation be permitted in connection with an individual who reported bullying. If such an incident occurs, it shall be considered an additional act of bullying and appropriate consequences will ensue.

Contact information for your teacher can be found on the school website, [www.bes.rfsd.k12.co.us](http://www.bes.rfsd.k12.co.us).

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