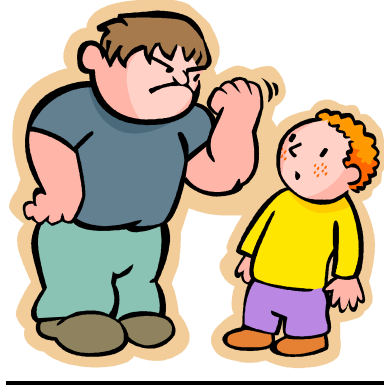


## Ponder Elementary Bullying Reporting Steps



### Notification of possible incidents of “bullying”, “discrimination” or “harassment”

The following is the reporting process:

- Students, Parents or Witnesses can report the alleged act(s) to a teacher, counselor, campus administration, or other district employee. Witness reports will/can remain anonymous.

If previous reporting was not to campus administration,

- Campus Staff as witness or messenger will then report the alleged act(s) to campus administration.
- District Staff as witness or messenger will then report the alleged act(s) to a teacher, counselor, campus administration, or to your supervisor.