

Harassment, Intimidation & Bullying Prevention
Califon Public School
Reporting Procedure

When reporting an incident of harassment, intimidation, and bullying, remembers:

- A **verbal report** of the incident to the Chief School Administrator must be made by a board member, employee, volunteer, or a contracted service provider who has contact with pupils, **on the same day** when the individual witnessed or received reliable information regarding an incident.

In the event that the Chief School Administrator is not in the building that day, the following will be the chain of command for making a verbal report of an incident of harassment, intimidation, and bullying:

- School Nurse (ABS)
- Teacher-In-Charge

- The **written report form** must be filed with the Chief School Administrator **within two days** of the verbal report. This written report form may be filed with the Chief School Administrator at the same time a board member, employee, volunteer, or a contracted service provider who has contact with pupils makes the verbal report. Harassment, intimidation, or bullying report forms are available in the links below.

[For Families & Caregivers](#)

[For Staff](#)

8/31/2022

