

West Central Area Schools Bullying Reporting

West Central Area Schools maintains a firm policy prohibiting all forms of bullying. All persons are to be treated with respect and dignity. While the district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, it is the district's intent to prevent bullying and to take action to investigate, respond, remediate and discipline those acts of bullying which have occurred.

To report acts of Bullying, please use one of the three following options:

1. Call the Building Principal or Dean of Students.

Secondary School - Ph. 320.528.7400, Fax 320.528.2279

Susan Knutson - 320.528.7401

Jacob Foslien - 320.528.7402

North Elementary- 218.685.7500, Fax 218.685.4149

Natalie Prasch - 320.965.7601

Naomi Moerke - 320.965.7602

South Elementary- 320.965.7600, Fax 320.965.2264

Natalie Prasch - 320.965.7601

Naomi Moerke - 320.965.7602

2. Complete the attached Bullying Report Form and e-mail, fax, mail or deliver to the Building Principal or Dean of Students.

3. E-mail the Building Principal or Dean of Students.

Susan Knutson – sknutson@isd2342.org

Jacob Foslien - jfoslien@isd2342.org

Natalie Prasch - nprasch@isd2342.org

Naomi Moerke - nmoreke@isd2342.org

**INDEPENDENT SCHOOL DISTRICT NO. 2342
BULLYING REPORT FORM**

General Statement of Policy Prohibiting Bullying

Independent School District No. 2342 maintains a firm policy prohibiting all forms of bullying. All persons are to be treated with respect and dignity. While the district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, it is the district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not successfully been prevented.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ **Work Phone** _____

Date of Alleged Incident(s) _____

Name of person you believe was violent toward you or another person.

If the alleged bullying or violence was toward another person, identify that person.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has bullied or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

(Received by)

(Date)