

Bullying/Cyberbullying Reporting Acknowledgement 2015-2016

West Preparatory Institute School for Academic Excellence at Charles I. West Hall Staff Expectations for Preventing and Reporting Bullying and Cyberbullying

- **DUTY TO PREVENT AND ENSURE STUDENT SAFETY:** Actively supervise students in the hallway and your classroom while standing at your doorway during passing periods. Maintain control of your classroom through the use of an effective Classroom Management Plan. Post the new CCSD Bullying poster and review it with your students during the first week of school, the first week of second semester, and any other time needed.
- **WITNESS, OVERHEAR, OR ARE NOTIFIED:** When you witness, overhear, or are notified of a possible bullying/cyberbullying incident during school hours, report it to the Deans' Office immediately **IN PERSON** or **VIA TELEPHONE**. If you cannot reach the Deans' Office via those two methods, you may email the report to the Dean of Students. However, if you do not receive a response that the report was received, try again **IN PERSON** or **VIA TELEPHONE**. Do not delay. Do not text. Do not use the Say No to Bullying website.
- **OFF HOURS:** In the event that you witness, overhear, or are notified of a possible bullying/cyberbullying incident out of school hours and/or off campus (including holidays), report it to the on-call administrator as soon as practicable **ON THE SAME DAY**.

Contacting Administrators for Bullying/Cyberbullying Reports

Please use the following numbers to contact the Deans to make a report of bullying:

Dean Bachman - 775-303-4255

Dean Harris - 702-981-7060

If you cannot reach the Deans after two attempts an hour apart, use the following chain of command for bullying/cyberbullying reports only:

1. Deans of Students (See above.)
2. **Assistant Principal - Derryck Richards** 702-321-7644

Please sign below, detach at the dotted line, and return to **Dean Bachman** or **Dean Harris** by **Friday, August 21st, 2015**.
Retain the top portion in a secure location that is not accessible to students.

I certify that I have read and understand the procedures for reporting bullying/cyberbullying to West Preparatory Institute School for Academic Excellence at Charles I. West Hall administration under the new Nevada Law.

Printed Name

Signature

Date