

# Harassment, Intimidation & Bully Reporting Process and Form

In the Rochester City School District, we are focused on providing a positive and respectful learning environment for students and staff. The emphasis of the District is to create a climate of dignity and respect and to prevent any conduct which constitutes a climate in which individuals feel fear and/or intimidation. If an incident of harassment, intimidation, or bullying occurs, it will be taken very seriously and responded to in a way to reduce the likelihood of it happening again.

It is recommended that students, staff, families, and community members alert school personnel and report incidents of harassment, intimidation, and bullying that may involve bias (real or perceived). It is suggested you begin by doing the following:

## For Students

- Talk to your school teacher, nurse, social worker, or counselor
- Talk to your assistant principal or principal
- Talk to any adult within the school setting with whom you feel comfortable

## Parents/ Guardians/ Community

- Contact your child's school teacher, nurse, social worker, or counselor for assistance
- Contact the building's assistant principal
- Contact the school principal if the issue is not resolved
- **Contact the building DASA Coordinators, Terry Richards or Kelly Montanez**, if the issue remains unresolved

It is recommended that you go directly to school personnel whenever possible for an immediate response. However, below is our online tool for an additional way to alert school personnel by **contacting the building DASA Coordinators, Terry Richards or Kelly Montanez**, for a more immediate response.

[Online Form for School #42](#)