

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**Model Policy Against Bullying and Harassment**

## **Summary of Reporting and Documenting Procedures**

1. **At each school, the principal or the principal's designee is responsible for receiving complaints anonymously or in-person alleging violations of this policy from:**
  - All school employees and staff
  - All other members of the school community including: students, parents/legal guardians, volunteers, and visitors
  
2. **A report of bullying or harassment:**
  - May be filed either in-person or anonymously
  - Must be addressed within 24 hours and
  - Must be noted on the specified data system, Integrated Student Information System (ISIS), within 30 school days of the last act of alleged bullying or harassment
  
3. **Anonymous reports may be made:**
  - On the School District's Internet website <http://forms.dadeschools.net/webpdf/7229.pdf> The form can also be printed from the website and completed in writing.
  - At each school's front office in the school's reporting box
  - Regional Center's office site
  - On the Division of Student Services Bullying/Harassment Anonymous Hotline at: (305) 995-CARE (2273)
  - On the M-DCPS Student Services website. The form can also be printed from the website and completed in writing. <http://studentservices.dadeschools.net/bullying/> (Select Anonymous Reporting Form)
  - Through the school District's "Be Safe" network. <https://www.tipsubmit.com/WebTips.aspx?AgencyID=698> (Confidential / Web Tip Information System); text 274637 (CRIMES); Call 305-995-COPS
  
4. **The principal or principal's designee will meet with the student(s) accused of the alleged bullying or harassment, to obtain a response to the complaint both orally and in writing.**
  
5. **The principal or principal's designee will meet with all witnesses, individually and confidentially, identified by the person(s) making the report of bullying or harassment. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.**

**The principal or principal's designee will document all reports and interventions on the appropriate:**

- Student Case Management Referral Form or
- Student Case Management Discipline Form

*\*The principal or principal's designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged bullying or harassment.*

**6. Upon completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described I the Code of Student Conduct and coded on a Student Case Management Referral Form:**

- The principal or principal's designee will notify parents, guardians or legal custodians of any student(s) involved (target and the alleged perpetrator) in an incident of bullying or harassment under this policy:

- Via telephone, personal conference, and/or in writing

**7. Retaliation against any student who makes a complaint of bullying or harassment, or any student who becomes involved in the investigation of any such complaint, is strictly prohibited:**

- May result in discipline irrespective of the merits of the initial complaint
- Will be subject to any of the disciplinary actions described in the Code of Student Conduct if making intentionally false reports about intimidation, harassment or bullying for the purpose of getting someone in trouble.