



## IF YOU ARE IN IMMEDIATE DANGER, CALL 911.

Valley Life Charter School is committed to providing a safe, comfortable learning environment for all students. Bullying incidents can be reported directly to a trusted staff member at your school. When reporting to a staff member, please fill out this form and bring it with you. A bullying incident can also be reported through the VLCS app on your smartphone/device. For more information about the definition of bullying, bully reporting procedures, and how to access the electronic form through the app, please go to our website [www.vlcs.org](http://www.vlcs.org).

Once submitted, the investigation process will begin within five (5) working days. Keep in mind, this process can only be as thorough as the information provided.

Person reporting incident (optional):	Today's Date:
Phone (optional):	Email Address (optional):
Who have you talked to about this: <input type="checkbox"/> Teacher <input type="checkbox"/> Administration/Office Staff <input type="checkbox"/> Other	Name of person(s) getting bullied:
Location(s) where bullying occurred: <input type="checkbox"/> Home <input type="checkbox"/> School <input type="checkbox"/> Social Media <input type="checkbox"/> Phone Contact Exact time bullying occurred (if known):	Select which applies to you: <input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> School Staff <input type="checkbox"/> Community Member

### Bullying Incident:

Name(s) of alleged offenders (optional):

