

Bullying Investigation Process

All credible bullying incidents are to be reported. When a bullying incident is witnessed by a staff member, a report must be made with as much information possible. Parents, students and anonymous reporters may also report bullying behavior. Complainants are to be protected from retaliation and intimidation.



When a staff member witnesses or learns of a bullying incident, a *Suspected Bullying Report* must be filled out within 48 hours & submitted to an administrator (*immediately*). Parents, students and anonymous reporters may also complete a *Suspected Bullying Report* and submit to an administrator or designee (Principal/VP/Counselor/Teacher)



Administrator or designee receives *Suspected Bullying Report* and determines if bullying has occurred. Once the report is received, within 10 school days a plan will be made to investigate and resolve the complaint. Whether or not it is determined a bullying incident has or has not occurred, all *Suspected Bullying Reports* must be scanned to the Student Support Department Office. After the site administration completes the initial investigation, the district recommends and will offer to conduct a small group meeting (if appropriate) in an attempt to reconcile the major issues associated with the complaint. If reconciliation is not achieved, the information attained in the meeting may be included in the development of the *Student Bully Intervention Plan(s)*.

If it is determined that bullying has *not occurred*, appropriate resolution and administrative intervention will be applied.



If it is determined through investigation by administrator or designee that bullying *has occurred*, a *Student Bully Intervention Plan* will be developed with student, school staff and parent/guardian. All *Student Bully Intervention Plans* must be scanned to the Student Support Department Office. This process will be conducted *separately* for the aggressor and the target.

Situation resolved



Staff will meet *separately* with the aggressor and the target within two weeks to check in and follow-up. Document aggressor, target and/or parent contact in *Aeries* Intervention screen.

Situation resolved



Aggressor, target, parent/guardian and school staff will meet *separately* to modify, if needed, the *Student Bully Intervention Plan* to address on-going needs of the alleged target. School staff will document *Bullying Intervention Meeting* in *Aeries* Intervention screen.

Situation resolved



At any time a *Uniform Complaint* may be filed at the district to appeal the school site/department decision.