Bullying Investigation Process

SUSPECTED STUDENT TO STUDENT OR STAFF TO STUDENT BULLYING

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INCIDENT REPORTED VERBALLY OR IN WRITING TO PRINCIPAL

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ASSESS AND ADDRESS IMMEDIATE SAFETY NEEDS/CONCERNS OF ALL STUDENTS INVOLVED AND IMPLEMENT A SAFETY PLAN

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PRINCIPAL NOTIFIES PARENTS/GUARDIANS OF INVESTIGATION IMMEDIATELY

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PRINCIPAL EVALUATES TARGET'S VULNERABILITY TO BULLYING/DISABILITY STATUS AND CIVIL RIGHTS CONSIDERATIONS

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PRINCIPAL CONDUCTS AN INVESTIGATION
(SEE TIMELINE NOTE)

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CONSIDER ALL INFORMATION KNOWN TO DETERMINE IF BULLYING HAS OCCURRED. EMAIL PARENTS/GUARDIANS AS SOON AS DETERMINATION IS MADE

INVESTIGATION TIMELINE

TYPICAL INVESTIGATIONS ARE COMPLETED WITHIN 2 WEEKS.

THE TIME RANGE FOR COMPLETION DEPENDS ON THE NUMBER OF INTERVIEWS, INCLUDING ALLEGED TARGET(S), ALLEGED AGGRESSOR(S), WITNESSES, STAFF, & PARENTS/ GUARDIANS.

PRINCIPAL WILL UPDATE PARENTS OF PROGRESS VIA EMAIL IF INVESTIGATION GOES PAST 1 SCHOOL WEEK

IF BULLYING IS SUBSTANTIATED

CREATE SAFETY PLAN FOR ALL STUDENTS INVOLVED

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PROVIDE SAFETY PLAN TO STAFF AND PARENTS/ GUARDIAN ONGOING MONITORING

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REMEDIAL AND/OR DISCIPLINARY ACTION

IF BULLYING IS NOT SUBSTANTIATED

PROVIDE SUPPORTS AND ADDRESS BEHAVIOR

CONSIDER ADDITIONAL STUDENT SAFETY STEPS AS NECESSARY

Definition Of Bullying:

The repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a **written, verbal or electronic expression** or a physical act or gesture or any combination thereof, **directed at a victim** that:

1. causes physical or emotional harm to the victim or damage to the victim's property;
2. places the victim in reasonable fear of harm to himself or of damage to his property;
3. creates a hostile environment at school for the victim;
4. infringes on the rights of the victim at school; or
5. materially and substantially disrupts the education process or the orderly operation of a school.