



## *Bullying Investigation Process*

All credible incidents are to be reported. When a bullying incident is witnessed by any staff member a report must be made.

Parents, students and anonymous reporters may also report bullying behavior. Complaints 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 24 hours & submitted to principal or designee *immediately*.

Parents, students and anonymous reporters may also complete a *Suspected Bullying Report* and submit to principal or designee.



Principal or administrative designee receives *Suspected Bullying Report* and determines if bullying has occurred. Once the report is received, within 3 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 Office of Student and Family Support Services. After the site administration completes the initial investigation, the district recommends and will offer to conduct a restorative process 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 restorative process 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 Office of Student and Family Support Services. This process will be conducted *separately* for the aggressor and the target.

Situation resolved



School 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 decision.