BULLYING INVESTIGATION TIMELINE

INITIAL NOTIFICATION

• A bullying allegation is made by a student, parent, witness, or staff member to campus administration or ally, in writing, or online.

(The 10 district days investigation window begins.)

PARENT CONTACT

 Campus administrator contacts the parents of the alleged victim and alleged perpetrator to inform of the allegation and to gather additional information.

(This happens within 24 hours of the initial notification.)

INVESTIGATION

 Campus administrator gathers statements from the alleged victim, alleged perpetrator, and any witnesses. The Bullying Investigation form is used to conduct the investigation.

(The investigation is ongoing.)

SAFETY PLAN / RETALIATION WARNING

- Campus administrator implements an interim safety plan for the alleged victim during the investigation.
- The interim safety plan is communicated to the parent and student during the conference.
- · Retaliation warning given to all parties.

- Campus administrator notifies the counselor of the bullying allegation and provides the names of the alleged victim, alleged perpetrator, and witnesses.
 - Counseling services are provided.

PARENT LETTERS

 Upon completion of the investigation, campus administrator sends decision letters to the parents of the alleged victim and the alleged perpetrator.

(Parent letters sent prior to the end of the 10 district days investigation window.)

CORRECTIVE ACTIONS

• If bullying, harassment, and/or a violation of the Student Code of Conduct is confirmed, the campus administrator takes the appropriate corrective actions.

SUBMISSION

- The principal is informed of the results.
 The campus administrator submits all documents in the online system to the Director of Student Services.
- The results are submitted to the Director of Student Services within 2 days after completing the investigation.

APPEAL

• A student or parent who is dissatisfied with the outcome of the investigation may appeal to the campus principal.

Absent extenuating circumstances, the bullying investigation should be completed within 10 district business days from the date of the initial report of alleged bullying; however, the campus administrator shall take additional time if necessary to complete a thorough investigation. Campus administrator shall inform parents of extenuating circumstances that prolong the investigation.

