## BULLYING INVESTIGATION TIMELINE

### INITIAL NOTIFICATION
- A bullying allegation is made by a student, parent, witness, or staff member to campus administration orally, in writing, or online.

  *(The 10 district days investigation window begins.)*

### 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.

### 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.

### 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.)*

### 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.)*

### 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.

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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.