BULLYING INVESTIGATION TIMELINE

PARENT CONTACT INVESTIGATION INITIAL NOTIFICATION · Campus administrator gathers · A bullying allegation is made by a Campus administrator contacts the statements from the alleged victim. student, parent, witness, or staff member parents of the alleged victim and alleged perpetrator, and any to campus administration orally, in writing, alleged perpetrator to inform of the witnesses. The Bullying Investigation allegation and to gather additional or online. form is used to conduct the information. investigation. (The 10 district days investigation window (This happens within 24 hours of the initial beains.) (The investigation is ongoing.) notification.) SAFETY PLAN / **COUNSELOR NOTIFICATION PARENT LETTERS RETALIATION WARNING** · Upon completion of the investigation, Campus administrator notifies the campus administrator sends decision • Campus administrator implements an interim counselor of the bullying allegation and letters to the parents of the alleged victim safety plan for the alleged victim during the provides the names of the alleged investigation, and the alleged perpetrator. victim, alleged perpetrator, and • The interim safety plan is communicated to the witnesses. (Parent letters sent prior to the end of the 10 parent and student during the conference. district days investigation window.) · Counseling services are provided. · Retaliation warning given to all parties. **CORRECTIVE ACTIONS SUBMISSION APPEAL** • If bullying, harassment, and/or a · The principal is informed of the results. • A student or parent who is violation of the Student Code of The campus administrator submits all dissatisfied with the outcome of the documents in the online system to the Conduct is confirmed, the campus investigation may appeal to the Director of Student Services. administrator takes the appropriate campus principal. corrective actions. · The results are submitted to the Director of Student Services within 2

days after completing the investigation.

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.

