

DENNIS TOWNSHIP SCHOOL DISTRICT
HARASSMENT, INTIMIDATION & BULLYING PREVENTION (POLICY #5501)
HIB INVESTIGATION PROCESS

A. Investigate Every Report

Upon receiving a Report Form from the Principal or designee, begin an investigation.

B. Comply with the Timelines

1. Principal – must initiate investigation within one school day of verbal report.
2. Anti-Bullying Specialist – must complete investigation and submit findings to Principal as soon as possible, but no later than ten school days from date of written report.
3. Superintendent – shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board Meeting following completion of the investigation.
4. Parents of Pupils Who are Parties to the Investigation – shall be provided information (limited information) in writing within five school days after the results of the investigation are reported to the Board.

C. Investigation

1. The Anti-Bullying Specialist:

- a. Have each relevant person complete an Interview/Information Statement.

The person should either write the description of the incident(s) and check (✓) they wrote the statement or read the description of the incident(s) that is written during the Anti-Bullying Specialist's interview and they should check (✓) they read the description as written by the Anti-Bullying Specialist and the description is accurate and true.

- b. Interviews

- (1) It may become obvious early in the investigation that harassment, intimidation, or bullying occurred.
- (2) The Anti-Bullying Specialist may get an admission a certain behavior happened and it is clearly harassment, intimidation, or bullying. This may make the investigation brief.
- (3) The Anti-Bullying Specialist may conclude this may be a “he said-she said situation”. The Anti-Bullying Specialist must then make a determination on “who is telling the truth” based on the credibility of the witnesses, the accused bully, and the target.
- (4) The Anti-Bullying Specialist should ask questions of the parties and listen carefully while recording responses to his/her questions.
- (5) The Anti-Bullying Specialist may develop a set of standard questions he/she asks the parties in an investigation:
 - When, and where did the incident happen?
 - What happened directly before the incident occurred?

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- What were you doing directly before the incident occurred?
 - Who was involved?
 - Exactly what was said or what was specifically done by the accused bully?
 - Has this happened before or is this the first time?
 - Were there any other students involved with the accused bully?
 - Were there any other students involved with the target?
 - Were there any other students or adults that witnessed the incident or have information about the incident?
 - How did the incident make the student feel?
 - To the target – Did the incident physically or emotionally harm the pupil or damage the pupil's property or place the pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property?
 - To the target – Did the incident insult or demean the pupil or a group of pupils?
 - To the accused bully – Review the allegations in the initial report.
 - To the accused bully – Review with the accused bully and testimony obtained during this investigation.
 - To the accused bully – Review the definition of harassment, intimidation, and bullying.
 - To a witness – Ask them to explain in their own words what they saw, heard, or know.
 - c. Complete research with the school administration to determine if the bully or target has been involved in previous incident(s).
 - (1) The results of this research may affect the consequences and remedial measures.
 - (2) The results of this research may determine if there are possible systematic harassment, intimidation, or bullying issues. Systematic problems could be an on-going, unresolved HIB complaint, concerns with patterns of HIB complaints, or when concerns of systematic HIB issues have been raised as a result of an investigation or as documented in a complaint (e.g. school officials not fulfilling their responsibilities regarding HIB laws and regulations).
 - d. Make a determination if harassment, intimidation, or bullying occurred after reviewing the Interview/Information Statements, completing the interviews, and evaluating the testimony of all parties.
 - e. Complete the Investigation Report Form and provide a copy to the Principal.
 - f. The Investigation Report must be submitted to the Principal within ten school days from the date of the written report.
2. The Principal:
- a. Determine appropriate consequences and remedial measures for a student who exhibited HIB behavior and supports for targeted students in accordance with district policy.

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- b. The Principal must submit the report to the Superintendent within two school days of the completion of the investigation.
3. The Superintendent:
 - a. shall ensure the Code of Conduct has been implemented and may determine to provide intervention services; order counseling; establish training programs to reduce harassment, intimidation, and bullying; enhance school climate; or take or recommend other appropriate action, as necessary.
 - b. Report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following completion of the investigation.