

# BULLYING INVESTIGATION FLOW CHART

1	<b>Initial Notification</b> of Bullying by student, parent, staff, witness to a staff member.	ASAP
2	<b>Notification to Campus Principal</b> if Step 1 was to other campus personnel.	10 days start
3	Notification Reduced to <b>Written Complaint</b> by campus principal if not already completed in 1 or 2.	1 Day from 1st Notification
4	<b>Parent Contact/Conferences</b> to gather information and to walk through the "Parent/Student Bullying Report" of investigation.	ASAP
5	Interim <b>Safety</b> Action discussed and implemented if needed with parents and students.	During Conferences
6	<b>Counselor</b> notified with completed "Bullying Investigation Form".	2 Days from 1st Notification
7	<b>Investigate</b> allegation thoroughly using "Bullying Investigation Form".	10 Day Timeline
8	Warning given to all parties about <b>Retaliation</b> .	Upon Interview of all parties.
9	Upon completion of investigation, complete <b>Written Report</b> and letter given/sent to parent/guardians.	2 Days
10	<b>Counselor follow-up</b> with completed "Written Report".	2 Days from Finalized Written Report
11	<b>Campus Principal</b> provides final "Bullying Investigation Form" and "Written Report Letters".	2 Days from Finalized Investigation



10 District  
Business  
Day  
Timeline