

# Beekmantown Central School District: Administrative Bullying Investigation Procedure

Bullying complaint filed through a complaint form, verbal notification, BCSDK12 Anonymous Tipline, and/or any other means of notifying Administration/DASA Building Coordinator.

Administrative/DASA Coordinator **begins investigation** to be completed within 10 days of filed complaint. This includes interviews and evidence review.

**Outside the scope of District**

If deemed outside the scope of the school district and deemed a criminal act, consult with appropriate justice/law enforcement agency to determine the need for a law enforcement referral. **Immediate parental notification is required.**

Document and retain all records related to the investigation **within 10 school/work days.**

**Finding of bullying**

**Immediate support to "target(s)" to provide a safe and supportive school environment**

Provide identified bully or bullies with a **"Cease and Desist" Contract** and parents are notified immediately.

**Re-teaching intervention plan prescribed and penalties assigned** as prescribed in Code of Conduct. Referrals sent to parents, parent meeting if it is a repeat violation of Anti-bullying policy, and referral filed accordingly into SchoolTool. Document and retain all records related to the investigation **within 10 school/work days.**

Review Bullying complaint file to determine previous concerns or violations to determine a pattern

**NO finding of bullying**

Document and retain all records related to the investigation **within 10 school/work days.**

**Code of Conduct review of investigation findings.**

**Code of Conduct Violation**

Conflict Resolution/Penalties Assigned as prescribed in Code of Conduct. Referrals sent to parents and filed accordingly into SchoolTool. Complaint filed.

**NO Code of Conduct Violation**

Incident and investigation materials filed with complaint files.