

Gulf County County School District
Alleged Bullying or Harassment Investigation Process Flowchart
(initiated when complaint received)

An investigation will be promptly initiated for all reported incidents of bullying.

A report of a bullying incident is received.

Students involved in the bullying incident will be interviewed separately and promptly. The Investigation Steps for Reported Incidents of Bullying and/or Harassment will be followed. All interviews with parties and witnesses throughout the investigation will be documented using the Bullying Reporting Form, the Bullying Witness Statement Form and checklist for an investigation.

Parents of all students involved are notified as soon as possible after an investigation of the incident has been initiated.

Allegation outside the scope of district

If deemed a criminal act, school will refer to appropriate law enforcement immediately, notify parents, and document referral on the final report form.

Bullying meets policy criteria
All parties will be notified of the investigation outcome after a max of 10 days. Substantiated Bullying and/or Harassment is a Level III incident. A Safety Plan is recommended for the victim. Schools will report bullying incident in the district discipline system.

Final Investigation Form is completed for district use.

Bullying does not meet policy criteria
All parties will be notified of the investigation outcome after a max of 10 days. When appropriate, preventative measures will be taken to ensure student feels safe and secure at school. Record as an incident deemed unsubstantiated bullying on the final report form and in the district discipline system.