



Investigation Steps for Reported Incidents of Bullying and/or Harassment

Checklist

<u>Steps in the Investigation</u>	<u>Date</u>	<u>Initials</u>
<p>A maximum of 10 school days shall be the limit from receiving the Gulf County Bullying and Harassment Reporting Form to the completion of the investigative procedural steps. All complaints will be documented in writing.</p>		
<p>1. Notify parents or legal guardians as soon as possible after the investigation of the incident has been initiated. Document date, time, and method in which contacted.</p>		
<p>2. Interview the complainant. It is recommended that the complainant is interviewed first. Document the following:</p> <ul style="list-style-type: none"> a. Age, grade, gender b. Description of the incident(s) c. Where and when the alleged incident(s) occurred d. The identity and number of individuals who participated in the bullying/harassment behavior e. Context in which the alleged incident(s) occurred f. How often the conduct occurred g. Past incident(s) or past continuing patterns of behavior h. The relationship between the parties involved i. Any witnesses j. Whether the alleged victim felt the incident is affecting their ability to learn k. Whether the alleged victim felt an imbalance of power (victim felt he/she had no power to stop the bullying/harassment) <p>Go over the complainant's account of the incident and get a signed written statement that the facts you have are correct.</p>		
<p>3. Interview any person who witnessed the bullying incident, has knowledge of the bullying incident, or who may have related information. Complete and have the witness(s) sign the Gulf County School District Bullying Witness Statement form.</p>		
<p>4. Document the findings of the investigation to determine if the incident falls within the scope of the district.</p> <ul style="list-style-type: none"> - If the incident does not fall within the scope of the district and it <u>has been determined a criminal act</u>, refer to appropriate law enforcement immediately, notify parent or legal guardian, and document the referral. Keep all in-house investigation paperwork and complete the final report for documentation purposes. - If the incident does not fall within the scope of the district, and <u>determined not a criminal act</u>, inform parents or legal guardians of all students involved. Keep all paperwork and complete the final report for documentation purposes. - If the incident is within the scope of the district's Student Code of Conduct go to the next step. 		

<p>5. For the perpetrator - Document actions taken and consequences received as outlined in the Student Code of Conduct. Substantiated incidents of bullying/harassment are Level III incidents.</p> <p>For the victim – Document actions taken to protect the victim in a written safety plan. If the bullying incident was unsubstantiated, it is recommended that a safety plan still be put in place as a preventative measure to ensure the student feels safe and secure at school.</p>		
<p>6. Once the investigation is completed, contact the parents or legal guardians of both the victim and perpetrator on the outcome of the investigation.</p> <ul style="list-style-type: none"> a. Notify parents or legal guardians of the perpetrator of the decisions on consequences and appropriate remedial actions that will be taken. Document method of contact. b. Notify the parents or legal guardians of the victim, explaining any actions that are being taken to protect their child. A parent meeting is suggested with all to sign off on the outcome of the investigation and the safety plan. 		
<p>8. Document the determination for a referral of counseling for the victim, the perpetrator, and/or the parents or legal guardians if it was deemed appropriate.</p> <p>If a referral for counseling is deemed appropriate, document the method of contact to the parents or legal guardians, regarding counseling recommendations.</p> <p>Document the details of the counseling if provided. (A referral may be made to Student Services for determination of counseling, assistance, and interventions. Counseling may be provided by school or district personnel.)</p>		
<p>9. Report the bullying incident in the district discipline system using the codes for substantiated or unsubstantiated bullying or harassment. Include basis of incident if it was gender, race or disabled related.</p>		
<p>10. Final Investigation Report to the principal and Student Services.</p>		