

Sylvan Union School District

Alleged Bullying Investigation Process: (Initiated when complaint received)

Begin Investigation
 Document in specified data system and begin investigation within 2 school/working days. If the Administrator/Designee does not respond, the complainant can automatically re-file with the Area/District Administrator, Superintendent/Designee

INFORMAL
 Only to be used with cases involving alleged incidents among students.

Complainant, Accused, and parents (if applicable) notified of formal written complaint and interviewed within 2 days.

At the voluntary request of all parties, facilitate mediation process within 2 school/work days

Resolution

Yes

Make notation on complaint form. Enter in data system. No further action needed.

No

Within 10 days Administrator/Designee completes and makes notation on formal *Bullying Complaint Report* form. Parents are to be notified immediately of status. If desired, party(ies) must request their intent to proceed with a Formal Resolution within 5 working days.

FORMAL

Complainant, Accused, and parents (if applicable) notified of formal written complaint and interviewed within 2 days.

Document all interviews with parties and witnesses through the investigation using the Bullying Complaint Report Form, the Bullying Witness Statement Form and specified data systems.

Allegation outside scope of district

If deemed outside scope of the school district and deemed a criminal act, consult Superintendent/Designee, and determine need for referral to law enforcement. Immediate parent notification is required.

Finding of Bullying
 Document and keep records of all evidence related to the investigation and actions taken pursuant to the Student Code of Conduct and/or School Discipline Plan within 10 school/work days. For cases involving adults, actions are taken pursuant to any applicable bargaining agreements and school board policies.

Notify all parties in writing within 10 days of the decision and their right to appeal. Enter in specified data systems.

No Finding of Bullying
 Document and keep records of all evidence related to the investigation within 10 school/work days. Monitor and provide any needed supports