# Broward County Public Schools

## **BULLYING INVESTIGATIVE PROCEDURES FLOW CHART**

### **Student Accused of Bullying**

Complaint can be received either:

- Orally
- Anonymously
- Bullying Complaint Form
- Staff via Bullying Management System (BMS)

#### **Staff Accused of Bullying Staff or Student:**

- All are investigated
- For disciplinary action, the complaint cannot be solely anonymous, must be corroborated

## Principal or Investigative Designee (ID) begins Investigation Process

- Enter into BMS as FORMAL, document the following in BMS
- Interview accused and alleged victim within 2 days
- Provide both parties written notification (in BMS) within 2 days
   (For Example: On Monday 11/2, Joe tells Mr. B, the ID, Sue is bullying him – all of these steps are completed by end of day 11/4)

 Provide both parties written notification at investigations initiation & conclusion – staff forms are in Diversity, Prevention & Intervention Department's SharePoint

Interview accused & alleged victim within 2 days
 Always a FORMAL process, no INFORMAL option

ONLY IF a voluntary written request from both parties is received can complaint become **INFORMAL**  **FORMAL:** complaint is reinstated as formal; a determination of bullying will be made

If the Accused is NON-Instructional Staff, Follow SBBC Policy 5.9

The Immediate
Supervisor of the
Accused Conducts the
Investigation

If the Accused is
Instructional Staff or
Instructional Staff's
Supervisor (Principal)
Follow Collective
Bargaining Agreement,
Article 6K

Provide any interventions to all parties within 2 days. (Mr. B completes by end of day 11/5 if requested 11/3)

Successful Resolution?

Yes No

Document and upload statements from all individual interviews with parties and witnesses throughout the

investigation using the BMS.

Complete investigation; make a determination within 12 days of receipt of complaint, document in BMS. (Mr. B completes by end of day Wed 11/18)

Accused is Instructional
Staff: the Immediate
Supervisor of the Accused
Conducts the Investigation,
if the alleged victim is a
student, document fully in
the BMS

Accused is Instructional
Staff's Supervisor
(Principal): OSPA
Conducts the
Investigation

Enter Informal into the BMS data system, no determination of bullying made.

Notify all parties in writing of determination and right to appeal referencing the <u>Code of Conduct right to appeal process.</u> (Mr. B sends out letters by end of day Wed 11/18)

Accused -Non-Instr. Staff As with all staff disciplinable offences, consequence, and/or appropriate interventions for a school/district employees will be instituted in accordance with District policies, procedures, and agreements and certified educators may receive sanction against state issued certificates.

Please Note: No matter what the determination, referring staff and the ID will monitor and follow up with all parties.

- "Days" refers to school days for student accused, work days for staff accused; "Within \_\_\_\_ days" referrers to days from the receipt of initial complaint
- BMS = Bullying Management System, ID = Investigative Designee, OSPA = Office of School Performance and Accountability
- Employees wishing to file a complaint of sexual harassment, discrimination and/or bullying based on a protected category listed in Federal and State Laws, Local Regulations and/or School Board Policy 4001.1, are to be referred to the Department of EEO/ADA Compliance.