

Broward County Public School (BCPS) school-based administrators access investigation related forms in the [DMS SharePoint](#), Charter administrators in the [SharePoint Charter Hub](#), and District administrators contact the Diversity & School Climate Department at 754-321-1655. For the purpose of this form, “bullying” encompasses bullying, harassment, sexual harassment, and discrimination for students accused, but just bullying and harassment for adults accused. Adults accused of sexual harassment or discrimination are to be referred to EEO/ADA Compliance.

STUDENT ACCUSED OF BULLYING

Complaints can be received orally, anonymously, or in writing. Staff make discipline referrals electronically.

PRINCIPAL OR ID INVESTIGATES

- Within 24 hours, mail both parties (accused, alleged victim) their original Initial Notification forms. Alleged student victims are eligible for the Hope Scholarship and receive the 2-page Student Victim Hope Notification Form. Hope application details are within this form.
- Retain copies of notification forms for your records.

- Within 48 hours, interview the accused and alleged victim separately. Do not conduct conflict mediation unless both parties request it in writing.
- Within 15 school days of complaint receipt:
 - Complete all bystander interviews individually.
 - All complaints are Formal unless a written request for Informal is made by both parties in writing during individual interviews.
 - Make a determination and document the investigation finding in the BMS.
 - Mail both parties the appropriate Final Notification Forms, containing the findings and appeal processes.
 - All statements must in writing, signed, then scanned and uploaded along with any investigative documents into the BMS.
- If founded, a DMS referral will be generated by the BMS to the administrator’s referral queue. Access it to complete the accused’s DMS consequences.

STAFF ACCUSED OF BULLYING

All complaints are investigated, but anonymous complaints must be corroborated for disciplinary action.

ACCUSED IS NON-INSTRUCTIONAL

The immediate supervisor of the accused conducts the investigation.

ACCUSED IS INSTRUCTIONAL OR A PRINCIPAL

The immediate supervisor of the accused (if instructional) or OSPA (if principal) conducts the investigation.

- Within 24 hours mail both parties (alleged victim, accused) their original Initial Notification and Due Process forms. Retain copies for your records.
- Alleged student victims are eligible for the Hope Scholarship and receive the 2-page Student Victim Hope Notification Form.
- All interviews are to be conducted separately.
- Staff accused may reschedule the Due Process meeting twice, but must provide a written statement. Use the Notice to Reschedule forms.
- Complete the investigation within 15 workdays of complaint receipt.
- Enter the investigation into the BMS as Formal if a student is the accused or alleged victim.
- If unfounded, mail both parties their Final Notification forms containing the findings and appeals process.
- If founded:
 - Contact Employee & Labor Relations simultaneously as the final notices are mailed to both parties for potential Summary Meeting Notice inclusion. Consequences and/or appropriate interventions will be instituted in accordance with District policies, procedures, and Collective Bargaining Agreements.
 - Enter it in the DMS under the Non-Student Event section.

Please Note:

- The Investigative Designee (ID) must be an administrator.
- BMS = Bullying Management System, DMS = Discipline Management System
- No matter what the determination, referring staff and the ID will monitor and follow up with all parties regularly. The ID will communicate the investigation’s progress with the alleged victim’s family at minimum every other day during the investigation.
- The bullying investigation does not supplant all other investigative processes (i.e., threat assessment, child abuse, criminal), but with alleged student victims, a referral for external investigation does not remove the responsibility of the ID to complete the bullying investigation and make a determination within fifteen (15) days of complaint receipt.
- “Days” refers to school days for a student accused, workdays for a staff accused.
- If both parties are students and request in writing the complaint be handled as Informal during individual interviews, the administrator may do so. The administrator enters it into the BMS, uploads the written requests, and no finding are made. If the resolution is unsuccessful, switch to Formal in the BMS, complete the investigation, and make a determination.
- Questions related to 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 directed to Department of EEO/ADA Compliance.
- Questions related to staff accused are to be directed to Office of School Performance and Accountability (OSPA).
- Questions related to threat assessment are to be directed to Psychological Services Department.
- Questions related to student accused are to be directed to Diversity & School Climate Department, 754-321-1655.