



Broward County Public Schools Anti-Bullying Policy 5.9 Parent Non-Staff Adult Investigative Procedures Flowchart

PARENT NON-STAFF ADULT ACCUSED OF OR VICTIM OF BULLYING

- All complaints are investigated.
- Complaint can be received orally or on a Bullying Complaint Form.
- All forms are in the [DMS SharePoint](#).

A STUDENT IS THE OTHER PARTY

- The principal or ID investigates.
- The investigation must be tracked in the BMS.

AN INSTRUCTIONAL OR NON-INSTRUCTIONAL STAFF IS THE OTHER PARTY

- The principal or designated administrator conducts the investigation.

A PRINCIPAL IS THE OTHER PARTY

- OSPA conducts the investigation.

- Complaints must be handled as Formal (not Informal).
- Within 24 hours both parties are mailed the initial notification letters:
 - If the victim is a student, complete and mail the original Hope Scholarship Notification Form, retain a copy.
- Interview the accused and victim separately.
- Complete the investigation within 15 days of complaint receipt and mail both parties the Final Notification Letters containing findings.
- If founded:
 - Student victims must also receive the Hope Scholarship Application.
 - Staff accused shall receive consequence and/or appropriate interventions in accordance with District policies, procedures, and agreements, certified educators may also receive sanction against state issued certificates as with all staff disciplinable offences.
 - Visitors, volunteers, or parent/guardians accused shall receive consequences and/or appropriate interventions in accordance with District policies and procedures after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials. Consequences should be graduated, natural and logical in nature with the goal of protecting the victim from any further abuse. For example, restrictions may include methods or frequency of access to the victim and/or methods or frequency of access to the campus.

Please Note:

- No matter what the determination, the investigator will monitor and follow up with all parties regularly.
- “Days” refers to school days for student or parent accused, work days for staff accused.
- BMS = Bullying Management System, ID = Investigative Designee, OSPA = Office of School Performance and Accountability
- If there is a case creating extraordinary operational issues, the Special Investigative Unit will be referred the case for investigation.
- Questions related to complaints 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 directed to the Department of EEO/ADA Compliance.
- Questions related to student accused are to be directed to the School Climate & Discipline Department.
- Questions related to staff accused are to be directed to OSPA.
- Questions related to threat assessment are to be directed to Psychological Services Department.