The Investigative Designee (ID) must be an administrator.

- No matter what the determination, referring staff and the ID will monitor and follow up with all parties regularly. The ID will communicate investigation 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 student accused, work days for staff accused.

- During the individual interviews, if both parties request in writing the complaint be handled as Informal, the administrator may do so. The administrator will enter it into the BMS/HMS, upload the written requests, and no finding will be made. If the resolution is unsuccessful, switch to Formal in the BMS/HMS and complete the investigation with a determination.

- BMS = Bullying Management System, DMS = Discipline Management System, HMS = Hope Management System

- 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 student accused are to be directed to School Climate & Discipline Department.

- 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.

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