

**Broward County Public Schools
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 Superintendent or appropriate Area/District Administrator

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

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

Resolution

Yes

No

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

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 throughout the investigation using the *Bullying Complaint Report Form*, the *Bullying Witness Statement Form* and specified data systems.

Allegation outside scope of district

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

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.

If deemed outside of the scope of the school district and deemed a criminal act, consult Special Investigative Unit, and determine need for referral to law enforcement. Immediate parent Notification is required.

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

