



**Responsible Office:** Department of Civil Rights Compliance

1. Principal/Designee shall notify the parents/guardians of all involved students that an investigation is being conducted. Such notification may be by telephone, electronic mail or provided in person and must include general details related to the accusation, statement regarding the prohibition of retaliation, general description of the investigation process to include timeline. Notification must be provided not later than:
  - a. BEFORE SCHOOL OFFICE CLOSURES on the day on which the bullying is reported if the bullying is reported before the end of regular school hours on a school day; or,
  - b. BEFORE SCHOOL OFFICE CLOSURES on the next school day if the bullying is reported on a day that is not a school day, or after regular school hours on a school day.
2. Bullying Intake & Analysis form may be used to ensure all steps are covered and as a guide to the information that should be documented in Infinite Campus (IC).
3. Open incident in IC Can be coded as "administrative investigation – bullying." Document details of the Complaint, Date of Parents notification.
4. Written statements are collected from all involved parties, including witnesses, and interviews conducted by administrator. The parent/guardian(s) of the target(s) and alleged aggressor(s) shall also be interviewed.
  - a. **NOTE: If the victim cannot be interviewed because he/she is not at school, the timeline of the investigation does not start until the next school day that the victim is available to interview.**
5. The parent/guardian of any student who is interviewed shall be notified.

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To the best of my knowledge, this checklist and all other necessary paperwork has been completed and sent to respective parties.

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Site Administrator

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Date