Bullying, Harassment, or Intimidation Process

1. Bullying, Harassment, or Intimidation Form is submitted
2. Within 2 days, school administration/designee investigates
3. Investigation: Meet with victim, accused, witnesses
4. Document Findings: Substantiated/Not Substantiated
   Complete the Bullying Investigation Form
5. Log incident into SchoolMax
6. Submit a copy of Bullying Report and Investigation Form to the Department of Student Services within 5 school days of the conclusion of the investigation
7. Follow-up actions by the principal or principal's designee: Separate conferences for the victim and offender will occur within ten (10) school days after the investigation to ensure that the bullying, harassment, or intimidation has ceased, and to determine whether there is a need for additional intervention.
Bullying, Harassment, or Intimidation Process

The school administrator/designee will immediately notify parent/guardian of the victim and the parent/guardian of the offender of the incident.

Notify School Security Officer immediately if the bullying, harassment, or intimidation creates imminent danger or qualifies as a delinquent act.