

## **249-AG-1. BULLYING / CYBERBULLYING**

Any staff member who receives a complaint of bullying/cyberbullying should report the matter to the building principal or designee. The student complainant or the student's parent(s)/guardian(s) should be given the Report Form for Complaints of Bullying/ Cyberbullying, to review and sign. Upon completion, the form should be given to the building principal or designee and maintained in the district's records.

Complaints may come to the district from different sources. If the complaint comes to the district from a witness, the alleged victim or victim's parent(s)/guardian(s) should be contacted immediately and given the Report Form for Complaints of Bullying/ Cyberbullying to review and sign.

The decision as to who should be given the form in terms of the student and/or the student's parent(s)/guardian(s) will be based on a variety of considerations, including the following:

1. In all cases where the student is under eighteen (18) years old, the parent(s)/ guardian(s) should be contacted unless there is a threat to the safety of the student by contacting the parent(s)/guardian(s).
2. In all cases where the student is eighteen (18) years old or older, the parent(s)/guardian(s) should not be contacted unless the student given authorization, the parent(s)/guardian(s) made the complaint, or the situation is such that notice to the parent(s)/guardian(s) is necessary to protect the student.
3. If the age and/or maturity of the student is such that provision of the form to the student is likely to be confusing or not understood by the student, then the student need not be provided with a copy of the form.
4. In all other instances, the student is to be provided with a copy of the form and requested to sign it.

### Investigation

Upon receipt of a complaint of bullying/cyberbullying, the building principal or designee will investigate the complaint promptly, unless the investigation is turned over to the central administration or legal counsel. During the investigation, the investigator will utilize and complete the Investigative Fact Sheet.

Such investigation may include some, but not necessarily all, of the following steps based on the particular allegations:

1. Identifying and interviewing the complainant.
2. Identifying and interviewing the individual(s) accused to have participated in the alleged bullying/cyberbullying.
3. Identifying and interviewing any witnesses to the alleged bullying/cyberbullying.
4. Review of any physical evidence or documents relating to alleged bullying/cyberbullying.
5. Any other relevant evidence produced by the complainant or the accused individual(s).
6. Any other reasonable investigation the building principal deems necessary.

A report of bullying/cyberbullying must be investigated even if the report is anonymous and even if the reporter stated that s/he does not want the district to do anything.