



# Broward County Public Schools Anti-Bullying Policy 5.9 Investigative Procedures Flowchart

## STUDENT ACCUSED OF BULLYING

Complaint can be received orally, anonymously, or in writing. Staff make referrals via the BMS.

### PRINCIPAL/INVESTIGATIVE DESIGNEE (ID) INVESTIGATES

- All administrator forms are in the [DMS SharePoint](#).
- Within 24 hours both parties receive initial complaint receipt notification in writing:
  - Alleged student victims receive the Hope Scholarship Notification Form. Mail the original, retain a copy.
  - Accused are mailed the Initial Notification Letter.

## STAFF ACCUSED OF BULLYING

All complaints are investigated, but for disciplinary action, anonymous complaints must be corroborated.

### ACCUSED IS NON-INSTRUCTIONAL

The immediate supervisor of the accused conducts the investigation.

### ACCUSED IS INSTRUCTIONAL OR PRINCIPAL

The immediate supervisor of the accused (if instructional) or OSPA (if principal) conducts the investigation.

- Within 48 hours interview the accused and alleged victim separately.
- Within 15 days of complaint receipt:
  - Complete all bystander interviews individually.
  - Make a determination.
  - Document finding in BMS and upload all statements. All complaints are Formal unless a written request for Informal is made by both parties in writing during individual interviews.
  - Mail both parties the Final Notification Letters containing findings with Hope eligibility and right to appeal (Code of Student Conduct appeal process).
- If founded:
  - The victim also receives the Hope Scholarship Application.
  - Once entered in the BMS, a referral will be generated to the referral queue. Access it to complete the DMS consequences for accused.

- All administrator forms are in [DMS SharePoint](#).
- Within 24 hours mail both parties the written Initial Notification Letters.
- If the alleged victim is a student, use [Hope forms](#):
  - Complete the Hope Scholarship Notification Form, mail the original, retain a copy.
  - Enter the investigation in the BMS as Formal.
- All interviews are to be conducted separately.
- Complete the investigation within 15 days of complaint receipt.
- Mail both parties the Final Notification Letters containing findings.
- If founded:
  - Student victims also receives the Hope Scholarship Application.
  - As with all staff disciplinable offences, consequence, and/or appropriate interventions for staff will be instituted in accordance with District policies, procedures, and agreements; certified educators may also receive sanction against state issued certificates.

### Please Note:

- No matter what the determination, referring staff and the ID will monitor and follow up with all parties regularly.
- The ID will communicate with the alleged victim's family every other day during the investigation to ensure they are aware that progress is being made.
- The bullying investigation does not supplant all other investigative processes (i.e., threat assessment, child abuse).
- "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, upload the written requests, and no finding will be made. If the resolution is unsuccessful, switch to Formal in the BMS and complete the investigation with a determination.
- BMS = Bullying Management System, DMS = Discipline Management System, OSPA = Office of School Performance and Accountability
- 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 OSPA.
- Questions related to threat assessment are to be directed to Psychological Services Department.