



Administrative Form 5703  
BULLYING\* PROTOCOL CHECKLIST #1  
SCREENING

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

1. Bullying<sup>1</sup> Incident is reported on (date) \_\_\_\_\_.
2. Principal/Designee **shall take immediate action to stop the bullying or cyber-bullying and ensure the safety and well-being of the reported target(s).**
  - a. **Sex or Gender Based Complaints:** If report is an allegation of a violation of Title IX (sex or gender-based harassment, discrimination or violence), or Title VI (Discrimination or harassment based on a protected class, including race) the Department of Civil Rights Compliance ([ginasession@washoeschools.net](mailto:ginasession@washoeschools.net)) MUST be notified.
  - b. **Complaint Against Staff:** If allegation is against a staff member, notify Labor Relations (775-348-0330 or [vdoran@washoeschools.net](mailto:vdoran@washoeschools.net)) and the Department of Civil Rights Compliance ([ginasession@washoeschools.net](mailto:ginasession@washoeschools.net)).
  - c. **Manifestation of Students Disability:** The bullying protocol does not apply to an offender if the same or similar behavior is addressed in the student's individualized education program. Steps must still be taken to protect the victim of the violation.
  - d. **Law Enforcement:** If there is evidence of criminal conduct contact school police. Principal or designee must still investigate when the law enforcement investigation is complete. In the interim, contact parent/guardian(s) and put a safety plan in place for the victim.
3. If necessary, contact school police, particularly if a crime may have occurred. An administrative investigation is deferred until the completion of the police investigation. **HOWEVER,**
  - a. Parents/Guardians must be notified;
  - b. A safety plan must be put in place;
  - c. Parents/Guardians need to be informed of the date the investigation will be complete;
  - d. When the police investigation is complete the administrator must conduct their own investigation.
4. Principal/Designee makes initial determination whether the bullying allegation, if true, meets the WCSD's "3 Step Criterion:"

a. **CRITERIA ONE**

- i. Did Harm or Threat of Harm Occur (i.e. initiating or hostile environment, slurs, or taunting, a member of a protected class, or false rumors)

YES \_\_\_\_\_ NO \_\_\_\_\_

b. **CRITERIA TWO**

- i. Was the Action Unwelcome (i.e. Who initiated, is it peer conflict?)

YES \_\_\_\_\_ NO \_\_\_\_\_

c. **CRITERIA THREE**

- i. Was the Action Severe (single time, serious violence such as sexual assault) or persistent (multiply times), or pervasive (spreading). It only needs to be one of these to meet criteria three.

Severe: YES \_\_\_\_\_ NO \_\_\_\_\_

Persistent: YES \_\_\_\_\_ NO \_\_\_\_\_

Pervasive: YES \_\_\_\_\_ NO \_\_\_\_\_

- ii. If **yes**, to all three criteria or if you do not have enough information to make a determination, go to checklist #2 - Investigation.
- iii. If **no**, to any one of the criteria, proceed as you would other behavior/conducts infractions. Provide intervention & discipline student(s) according to WCSD behavior matrix, develop student support plan, enter documentation into IC and call families.
- iv. *Note: At this point, allegation is coded in IC as an administrative investigation or other depending on discipline, not a bullying investigation. **Make sure to indicate in the event detail section that the 3-point criterion was used to determine bullying did not occur.***

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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

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<sup>i</sup> Any use of the word bullying also pertains to sex and race discrimination and harassment investigations