



Administrative Form 5705
BULLYING PROTOCOL
RESOLUTION AND DOCUMENTATION

Responsible Office: Department of Civil Rights Compliance

1. Resolution completed on (date): _____.
 - a. Investigation must be concluded not later than 2 school days after the principal/designee first received the report. An additional day is allowed if a person to be interviewed is not available.
 - b. If there has not been a resolution within the 2-3 day timeline, or if circumstances warrant:
 - i. Contact Area Superintendent, Counseling Department, or Department of Civil Rights Compliance to determine if support from WCSD's multi-disciplinary investigation team is needed. Additional support may be found through MTSS or Equity & Diversity.
 - ii. Contact all parties involved, including families, and explain the status of the investigation. Document in Infinite Campus (IC) the reason for going beyond the 2 days.
2. Parent/Guardians shall be contacted by telephone, electronic mail or in person.
3. If the conduct at issue is cyber-bullying, the investigation can be extended to five school days with permission of the parent(s)/guardian(s).
4. Principal/designee shall complete a written report of the findings and conclusions of the investigation. (See Findings template). The written report must be provided to the Parent(s)/Guardian(s) and notified of the complaint under checklist #2 – Investigation.
 - a. The written report must include:
 - i. Summary of the Complaint;
 - ii. Summary of the Investigation;
 - iii. Analysis of 3 – Point Criteria; and
 - iv. How to file an appeal.
 - b. The final report must be emailed and sent by regular mail within 24 hours of completion of the report.
5. Principal/designee shall fully document findings in IC, to include changing classification of offense (i.e., bullying, sexual harassment), cross-referencing involved students, and properly differentiating between the bully, the bullied, and witnesses.

6. If it is determined that bullying occurred, accused student is disciplined according to WCSD Behavioral Matrix.

- a. Student on an IEP – If victim is a student with an identified disability, IEP team must convene to determine if incident impacted FAPE. It is recommended that the school convene IEP meeting if any involved party has an identified disability

7. Actions to support address the target of incident:

Refer student to school counselor

Assign check in/check out process with an adult the student trusts

Change class or bus schedule

Assign student leader to provide support to victim

Enroll in social skills class

Refer student to outside resources for support (i.e., Children's Cabinet, Boys and Girls Club)

Family Involvement

School wide training to address systemic support needs

Revisions to IEP

Other: _____

8. Explain action in detail to include parent(s)/guardian(s) contact, follow-up plan:

9. Actions to address the offender's behavior:

Complete behavior referral according to WCSD Behavior Matrix

Write behavior plan with follow through and accountability

Refer student to school counselor

Refer to Peer Review Board

- Change class or bus schedule
- Refer to WCSD multi-disciplinary or MTSS team
- Enroll in social skills class
- Refer to student to outside resources for support
- Family involvement
- School wide training to address systemic support needs
- Revisions to IEP
- Other: _____

10. Explain in detail, to include any assigned disciplinary consequences:

11. Not later than 10 school days after receiving the initial report, the principal/designee shall meet with the reported victim(s) to inquire about his/her well-being and to ensure the reported bullying is not continuing.

12. Documentation Requirements:

- a. Enter all information in IC to ensure appropriate and adequate documentation to include parental notification, incident facts remedies/interventions and follow-up are documented.
- b. All pertinent paperwork & evidence are stored in a site file separate from cumulative/IEP/discipline files. Make sure that a signed copy of the letter to parents is also sent to the Title IX Coordinator/Director of Civil Rights Compliance.

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

Site Administrator

Date