



Administrative Form 5705
BULLYING* PROTOCOL CHECKLIST #3
RESOLUTION AND DOCUMENTATION

Responsible Office: Department of Civil Rights Compliance

1. Resolution completed on (date): _____.
 - a. Investigationⁱ 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 IC the reason for going beyond the 2 days.
2. If the conduct at issue is cyber-bullying, the investigation can be extended to five (5) school days with permission of the parent(s)/guardian(s).
3. The 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/Guardians 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.
4. 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.

5. 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
6. 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.
7. Documentation Requirements:
 - a. Document all information in Infinite Campus. Utilize the “Bullying Results & Conclusion Form” to ensure appropriate and adequate documentation to include parental notification, incident facts remedies/interventions and follow-up.
 - b. All pertinent paperwork and evidence are stored in a site file separate from cumulative/IEP/discipline files.
 - c. If cyber-bullying incident, contacted parent(s)/guardian(s) to obtain permission to extend investigation to five (5) days.

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

Site Administrator

Date

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