

PRINCIPAL/DESIGNEE RESPONSIBILITIES FLOWCHART

Procedures for Implementing Act 861 of 2012 Bullying Prevention (Disposition at the School Level)

REPORT OF BULLYING

Each school shall inform, both verbally and in writing, students, staff, volunteers, and parents/ legal guardians, of the procedures for reporting and investigating incidents of bullying.



A principal or designee is responsible for receiving reports of incidents of bullying.

Received via LDOE "Bullying Report Form"



Any student or parent/legal guardian has the right and is encouraged to report an incident of bullying.



All school employees and parents chaperoning a school sponsored event who witness a bullying incident shall report that incident of bullying to the school. A verbal report must be made on the same day and a written report must follow no later than two days thereafter.

BULLYING INVESTIGATION

Upon receipt of the written report of bullying, the principal/ designee of the school shall initiate an investigation into the bullying incident, no later than the next business day during which school is in session.



The principal/designee shall notify the parent/legal guardian of a student of the allegation of bullying the same day the investigation is initiated and before the student can be interviewed.



Documented interviews with the alleged victim, alleged offender, and witnesses must be conducted privately, separately, and confidentially.



The principal/designee shall follow the procedures for investigating bullying outlined by the LDOE by gathering information via the LDOE "Bullying Investigation Form."



The investigation of a bullying report shall be completed no later than 10 school days after the date the written report is submitted to the appropriate school official.



The principal/designee will make a determination whether the act of bullying falls within the scope of the LEA and will take appropriate action as determined by the investigation.

FINDINGS OF BULLYING INVESTIGATION

- The principal/designee shall compose a written document containing the findings of the investigation, including input from the students' parents/ legal guardians, and the decision by the school.
- 2). The principal/designee shall also promptly notify the complainant of the findings of the investigation and that remedial action has been taken, if such release does not violate the law.
- The document outlining the findings of the investigation shall be placed in the record of both students and
- All complaints and investigative documents shall be kept for three years.

REFERRAL FOR COUNSELING

Each principal may establish a procedure for referring victims and offenders for counseling when bullying is suspected, reported, and/or confirmed.