

## **Appling County Bullying/Harassment Procedures**

### **Report**

- All Bullying or Harassment incidents/reports must be reported to the designated administrator at the school.
- The report **MUST** be documented on the bullying tab of each student involved (bully & victim) on Infinite Campus located in the counseling tab under general.
- Review Bullying flow chart on Q drive.
- If there is an incident that meets both bullying and harassment indicators, incident needs to be investigated for both to be in compliance with state and federal requirements. Harassment requires a motive based on race, color, national origin, sex, and disability.

### **Investigate**

- The investigation must be conducted no later than the following school day for bullying; BUT OCR requires “prompt” investigation for harassment.
- If possible interview at least two witnesses.
- Determine if the incident needs to be reported to local authorities?
- Review student’s discipline record to determine if this is 3<sup>rd</sup> offense.
- Do other departments need to be involved? i.e.: SPED, 504, Title IX
- If a student is receiving SPED or 504 services, keep in mind their disability when making a determination of bullying or harassment.
- Documentation of the investigation, to include signed statements by at least 2 witnesses, must be by completed and kept in folder. (Forms located on Infinite Campus)

### **Discipline**

- Document all findings of the investigation and outcome on Bullying tab in Infinite.
- If the report was determined to be valid, the discipline should be reported on Infinite Campus to reflect the charge of bullying and/or harassment.
- Students in grades 6-12 found to have committed the act of bullying for the 3<sup>rd</sup> time in a school year will be assigned to the Alternative School through appropriate due process by disciplinary hearing tribunal.
- Contact must be made with the parents of the offender and victim notifying them of the incident and outcome of the investigation.

### **Follow-up**

- The school counselor will meet with the victim to provide support.