Hamshire Fannett Independent School District

Alleged Bullying or Harassment Investigation Process Flowchart (initiated when complaint received)

An investigation will be promptly initiated for all reported incidents of bullying or harassment.

A report of bullying or harassment incident is received.
Investigation begins.

Students involved in the bullying or harassment incident will be interviewed separately and promptly. The Investigation Steps for Reported Incidents of Bullying or Harassment will be followed. All interviews with parties and witnesses throughout the investigation will be documented using the Bullying Report Form, The Bullying Witness Statement form and check list for an investigation.

Parents of all students involved are notified as soon after an investigation of the incident has been initiated.

Allegation outside of the scope of district

If deemed a criminal act, school will refer to appropriate law enforcement immediately and notify parents. Document referral on the final report form.

Bullying or harassment meets policy criteria

All parties will be notified when the investigation is complete (after a maximum of 15 days).
A safety plan is put into place for the target. Schools will report the bullying or harassment incident in the district discipline system.

Bullying or harassment does not meet policy criteria

All parties will be notified when the investigations is complete (after a maximum of 15 days).
Appropriate, preventative measures will be taken to ensure student feels safe and secure at school. Record as an incident deemed unsubstantiated and in the district discipline system.

Final Investigation Form is completed and sent to Student Services.

11/2021