

St. Johns County 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 a 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 Reporting form, the Bullying Witness Statement form and checklist for an investigation.

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

Allegation outside the scope of district

Bullying or harassment meets policy criteria
All parties will be notified of the investigation outcome after a maximum of 15 days. A safety plan is put into place for the target. Substantiated bullying or harassment is a Level III incident. Schools will report the bullying or harassment incident in the district discipline system (BUL or HAR).

Bullying or harassment does not meet policy criteria
All parties will be notified of the investigation outcome after a maximum of 15 days. When appropriate, preventative measures will be taken to ensure student feels safe and secure at school. Record as an incident deemed unsubstantiated on the final report form and in the district discipline system (UBL or UHR).

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

Final Investigation Form is completed and a copy sent to Student Services.