

**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 (Initiated when complaint received)**

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

Administer HOPE Scholarship Letter to alleged target's Parent/Guardian

Students involved in the bullying or harassment will be interviewed separately and promptly. The investigation steps for reports 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 when the investigation is complete (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.

**Bullying or harassment does not meet policy criteria**  
All parties will be notified when the investigation 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.

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 sent to School Services**