

Reporting & Investigation Process for Incidents of Harassment, Intimidation, Bullying, and/or Racism

AADAC Meeting
February 25, 2022

Agenda

- Provide an overview of site investigation procedures for incidents of harassment, intimidation, bullying and/or racism.



Overview of the Reporting and Investigation Process

Reporting	Investigating	Communicating Findings	Site Response
<p>Incident is reported to site or observed by staff</p>	<p>Site conducts a thorough investigation</p>	<p>Site summarizes investigation and communicates findings to parents/guardians</p>	<p>Site implements next steps</p>

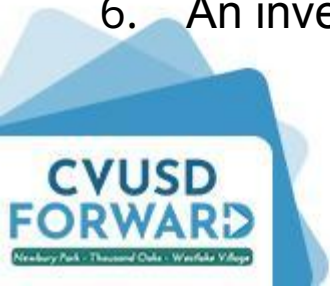
Reporting Incidents

- Parents/guardians and students can report incidents of harassment, intimidation, bullying and/or racism to a teacher, site administration, or any other available school employee.
- Parents/guardians and students can complete a confidential report of harassment, intimidation, bullying and/or racism using CVUSD's [Confidential Incident Reporting Form](#).
- Parents/guardians will receive a response from site administration via email about the initiation of a site-based investigation.
- When a report of harassment, intimidation, bullying and/or racism is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the availability of the [Uniform Complaint Procedures](#) in accordance with AR 1312.3.



Investigation Process

1. Site administration notifies District Office staff and seeks additional assistance if needed.
2. Site administration obtains other relevant evidence such as social media posting, pictures, etc. and then develops specific interview questions based on the allegations.
3. Site administration communicates with parent/guardian of students that will be interviewed. Parents/guardians have the right to be present during the interview.
4. Interviews take place with an additional staff member present.
5. Interviews and additional evidence are weighed to verify the allegations.
6. An investigation summary is provided to the individual who made the allegation.



Questions?

