

Administrative Directive Title: Bullying and Harassment Reporting	AD Number: 6.304.1	Adopted: September 2019 Former Descriptor: STU41
Policy References: Board Policy 6.304 - Anti-Harassment, Intimidation, Bullying, Cyber-bullying, and Hazing of Students	Revised: 7/24; 11/24	

1 This procedure is established to ensure the safety and well-being of all students by providing a clear
 2 process for reporting and addressing incidents of bullying, harassment, cyberbullying, and hazing.
 3 This procedure complies with Tennessee state law (T.C.A. § 49-6-4501 et seq.) and Board Policy
 4 6.304.

5 Pursuant to T.C.A. § 49-6-4503, a school is responsible for addressing any act that “takes place on
 6 school grounds, at any school-sponsored activity, on school-provided equipment or transportation
 7 or at any official school bus stop.” If the act takes place off school property or outside of a school-
 8 sponsored activity, a school is responsible for taking action if the act “has the effect of creating a
 9 hostile educational environment or otherwise creating a substantial disruption to the educational
 10 environment or learning process.”

11 The Student Support Services Department is responsible for the implementation of Board Policy
 12 6.304 and this directive. Questions or concerns related to this directive may be directed to:

13 Ken Rocha
 14 Assistant Superintendent of Student Support Services
 15 2552 South Church Street
 16 Murfreesboro, TN 37127
 17 615-893-2313
 18 ken.rocha@cityschools.net

19 **FILING A COMPLAINT**

20 All school employees are required to report alleged harassment, intimidation, bullying, cyber-
 21 bullying, and hazing to the principal and/or principal’s designee. All other members of the school
 22 community, including students, parents, volunteers, and visitors, are encouraged to report any act
 23 that may be a violation of this policy. Reports can be made verbally or in writing to the school principal
 24 or their designee. Reports may be made anonymously. Immediate threats of harm should be reported
 25 to the school principal and local law enforcement for immediate intervention in compliance with
 26 Board policies and procedures.

27 **INVESTIGATION PROCESS**

28 Each school principal or their designee is responsible for investigating and resolving complaints
 29 alleging harassment, intimidation, bullying, cyber-bullying, or hazing of students. The principal
 30 and/or principal’s designee is responsible for determining whether an alleged act constitutes a

31 violation of this policy by conducting a prompt, thorough, and complete investigation of each
32 allegation in compliance with the requirements of Board Policy 6.304.

33 Upon receiving a report, the principal/designee will initiate an initial review to determine the nature
34 of the incident and whether it falls within the scope of bullying, harassment, cyberbullying, or
35 hazing as defined by Board Policy 6.304. Investigations must begin within forty-eight (48) business
36 hours of receiving the report, unless the principal/designee has appropriate documentation detailing
37 the reasons why the investigation was not initiated within the forty-eight (48) time frame.

38 The principal/designee may put in place interim supportive measures during the investigation to
39 ensure the student's safety and prevent further incidents (e.g., seating reassignments, counseling
40 services, safety plans, etc.).

41 If the initial review determines that there is the potential for a violation of Board Policy 6.304, the
42 principal/designee will conduct a comprehensive investigation, which will include interviewing
43 involved parties, including the victim, accused, and any witnesses, and reviewing relevant
44 documentation and evidence. If the investigation substantiates a violation of Board Policy 6.304,
45 appropriate disciplinary measures will be taken in compliance with the MCS Code of Conduct.
46 Additional supportive measures may be established to support the victim.

47 **AFTER THE INVESTIGATION**

48 The parents/guardians of the victim and the alleged perpetrator will be notified of the investigation's
49 outcome in writing. The outcome notice must comply with the confidentiality provisions of FERPA,
50 and may discuss whether Board Policy 6.304 was violated, but may not disclose the specific
51 disciplinary consequences issued against the accused, if any. Notice may be given, however,
52 regarding any "stay away" provisions.

53 If the principal/designee established interim supportive measures or a safety plan, the
54 principal/designee will determine whether and to what extent the measures or plan should stay in
55 place.

**BULLYING AND HARASSMENT
INVESTIGATION CHECKLIST**

This checklist is designed to guide school administrators through the investigation process for reports of bullying, harassment, cyberbullying, and hazing. This checklist is designed to help school personnel maintain a fair, consistent, and confidential approach while safeguarding the rights of all students involved.

This checklist is a supplemental tool and should be used in conjunction with the district's Anti-Harassment, Intimidation, Bullying, and Hazing Policy. Investigators must reference the policy throughout the investigation process to ensure adherence to all procedural and legal requirements.

- Receive report or become aware of incident
- Initiate investigation within forty-eight (48) hours of receipt of the report or knowledge of incident, unless the need for more time is appropriately documented.
 - Interview Complainant/Alleged victim
 - Interview Accused
 - Interview Witnesses
 - Gather evidence
- Draft an interim safety plan or implement interim supportive measures, if necessary
- Complete investigation report using the "Bullying, Harassment, and Intimidation Investigation Report" (See attached)
- Initiate an appropriate intervention within twenty (20) calendar days of receipt of the report, unless the need for more time is appropriately documented.
- Within the parameters of FERPA, deliver the outcome of investigation to the parents of the alleged victim(s) and accused student(s). Inform parents of complainant and accused of the outcome.
- Report the findings, along with any disciplinary action taken, to the Director of Schools and the Chair of the Board of Education at bullyingreporting@cityschools.net

Bullying, Harassment, and Intimidation Investigation Report

Pursuant to Board Policy 6.304, administrators are required to complete this form and follow the process outlined below when a report of harassment, intimidation, bullying, or cyberbullying is received. The investigation must begin within 48 hours of receiving the complaint, unless otherwise documented.

School: _____	Date: _____
Name of Person Completing this Report: _____	Name of Person Investigating this Report: _____

Section I: Initial Report of Incident

Name of Complainant (if not anonymous): _____
 Person Making Report (*Circle one*): Student Parent Staff Administrator

Name of Alleged Victim: _____
 Gender: _____ Grade: _____ Classroom: _____

Name of Accused: _____
 Gender: _____ Grade: _____ Classroom: _____

Date Report Received: _____ Date of Alleged Incident: _____ Date Investigation Began: _____
 Investigation Initiated within 48 Hours: Yes No If no, why: _____

Location of Incident: Classroom Hallway Cafeteria Playground Online (Cyberbullying)
 Other: _____

Nature of Allegation:
 Bullying Harassment Cyberbullying Hazing Intimidation Other: _____

Brief Description of Incident Alleged:

Name of Witness(s):

Date of Notification to Parent of Victim: _____ **Date of Notification to Parent of Accused:** _____

Support Provided to Alleged Victim:
 Counseling Safety Plan Implemented Class Reassignment Other: _____

Interim Measures for Accused (if applicable):
 No Contact with Victim Counseling Safety Plan Implemented Class Reassignment
 Other: _____

Submit the written investigation report and all supporting documents to bullyingreporting@cityschools.net. Please keep a copy of the report and supporting documents in a discipline file. These documents should not be placed into a student's cumulative file.

Log this investigation in Student Information System (SIS). If unsubstantiated, document that an investigation was conducted, and the conduct alleged could not be substantiated.

INVESTIGATION STEPS

Individuals Interviewed:

- Alleged Victim: Date of Interview: _____
- Alleged Perpetrator: Date of Interview: _____
- Witnesses (list names and dates):
 - _____
 - _____
 - _____
- Documentation Collected/Reviewed (check all that apply):
 - Written Statements Emails/Text Messages Social Media Posts Video Footage
 - Other: _____

INVESTIGATION FINDINGS

Summary of Evidence:

Findings:

- The investigation confirmed a violation of Board Policy 6.304.
- The investigation did substantiate a violation of Board Policy 6.304.
- Other findings: _____

OUTCOME AND ACTIONS TAKEN*

Actions Taken Against Perpetrator:

- Counseling/Behavioral Support Class Reassignment Bus Reassignment
- Discipline: _____
- Other: _____

Support for Victim:

- Continued Counseling Safety Plan Adjustments Class Reassignment Bus Reassignment
- Other: _____

Date Parents/Guardians Notified of Outcome: _____

Signature of Investigator: _____ Date: _____

Date that Notice was provided to Director of Schools and School Board Chairman: _____

**School has 20 calendar days from receipt of initial complaint to initiate appropriate intervention.*



BULLYING AND HARASSMENT INTERVIEW NOTES

Date of Interview:	Place of Interview:
Interviewee:	Interviewer:

Framing Questions:

- What happened? Where did it happen? When did it happen? Who did it?
- Who else was present?
- Has it happened before? How often?
- Who else may have seen or heard the incident?
- How did you react? How did others?
- Have you discussed the incident with anyone else?
- Do you have any evidence of the incident?

Interviewer Notes:

Note: It is considered best practice to follow up with the parent or guardian of any student witness after the interview is conducted. This ensures transparency, keeps parents informed, and provides an opportunity to address any concerns or questions. Communicating with the parent or guardian reinforces trust and supports the witness's well-being throughout the investigation process.