

**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Bullying	Descriptor No: AD STU41	Effective Date: 09/27/19
Revised:		

Murfreesboro City Schools requires the principal and/or principal’s designee, at each school to be responsible for investigating and resolving complaints alleging violations Policy 6.304 – Anti-Harassment, Intimidation, Bullying, Cyber-bullying, and Hazing of Students. The principal and/or principal’s designee is responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the principal and/or principal’s designee, shall conduct a prompt, thorough, and complete investigation of each alleged incident.

Reporting

All school employees are required to report alleged violations of this policy to the principal and/or principal’s designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously; however, such complaints may affect the school’s ability to issue formal disciplinary action.

Bullying Investigation Checklist

- 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
- Interim safety plan if necessary
- Complete investigation report using the “Bullying, Harassment, and Intimidation Investigation Report” (See attached)
- Inform parents of complainant and accused of the outcome
- 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).
- 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

(Per MCS Board Policy Anti-Harassment, Intimidation, Bullying, and Cyber-bullying of Student revised 9/27/2019)

Date Complainant(s) Contacted School:

***Date Complaint Reported (if different than above):**

Name of Complainant: _____ **Title (Circle one):** Student
Parent Staff Administrator

Name of Complainant: _____ **Title (Circle one):** Student
Parent Staff Administrator

Name of Complainant: _____ **Title (Circle one):** Student
Parent Staff Administrator

Name(s) of Victim(s) Alleged by Complainant:

Name(s) of Offender(s) Alleged by Complainant:

Complaint Taken By: **Position:**

Name of Student Complaint Manager(s) Appointed by Principal:

Complaint Details:

School Counselor Comments: (e.g. prevention strategies that have been implemented, suggested intervention strategies, etc.)

Parent or legal guardian of a student shall be notified that student was involved in bullying allegation and of the availability of counseling or support services.

Date _____

Investigation must be started within 48 hours of receiving the complaint.

Date _____

** If the investigation was not initiated within the 48 hour timeframe, please provide documentation detailing reasons why.*

**Attach pertinent interview forms and submit to principal within 5 school days of complaint report date. (School has 20 days to initiate appropriate intervention)*

Report submitted to principal

Date _____

Complaint Manager Signature _____

Date _____

Principal Signature _____

Date _____

Notice provided to Director of Schools and School Board Chairman

Date _____

- **Appropriate Intervention Plan for Alleged Victim** (referral for appropriate counseling and support services when deemed necessary):

- *Principal or designee shall immediately inform the parent or legal guardian of a student involved and of the availability of counseling or support services.*

- **Appropriate Intervention Plan for Alleged Offender** (referral for appropriate counseling and support services when deemed necessary):

- *Principal or designee shall immediately inform the parent or legal guardian of a student involved and of the availability of counseling or support services.*

- **Additional Intervention Plans to Address Bullying Within the Classroom and/or School Setting**

Principal Signature _____

Date _____

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

Alleged Victim Interview

Interview Conducted By:

Date:

Name of Alleged Victim:

Interview Details:

Witness Interview

Interview Conducted By:

Date:

Name of Witness:

Interview Details:

Alleged Offender Interview

Interview Conducted By:

Date:

Name of Alleged Offender:

Interview Details:

Sample Format for Investigative Findings Report

1. Description of complaint

- General nature of events giving rise to complaint. Include dates of alleged incidents.
- Date complaint received, date investigation began, and if applicable, reason for any delay.
- Person(s) involved in conducting investigation.

2. Statements and evidence gathered in the investigation

- Complainant
 - o Specific allegation(s).
 - o Witnesses named by complainant.
 - o Resolution desired by complainant.
- Person(s) accused of inappropriate behavior. If more than one, list each separately.
 - o Specific responses to each allegation.
 - o Witnesses named by accused.
- Witnesses interviewed. If more than one, list each separately.
 - o Evidence about specific allegations (note firsthand v. secondhand knowledge)
 - o Additional witnesses, if any.

3. Summary of Evidence

- Corroboration of specific allegations
- Non-corroboration of specific allegations
- Other pertinent information

4. Recommendations

- Safety, intervention, or behavior plan
- Also, note whether additional training is necessary

5. Conclusions concerning violations of any policy.

Sample Findings Letter to Parents

(date)

Dear (parent):

On (date complaint received) the (LEA/school) received notification of (describe allegations). An investigation was initiated and has since been concluded.

Based on the investigation of the matter, the (LEA/school) found (provide investigative findings [remember FERPA]). (For accused, please include any disciplinary action).

Please remember that (LEA/school) will not tolerate any form of retaliation against anyone who has participated in the investigation. Any allegations of retaliation should be reported to (name, contact information).

If you have further questions or concerns, please do not hesitate to contact me.

Sincerely,
(sign)