BREVARD PUBLIC SCHOOLS
BULLYING/HARASSMENT PROCEDURES FLOW CHART

REPORT RECEIVED FROM:
Target, Bystander/Witness, Staff,
Coach/Advisor, Volunteer, Parent,
Community Member, Anonymous
(Use of a Reporting Form Required)

ADMINISTRATOR IN CHARGE OF DISCIPLINE:
Questions staff and observes interaction between potential
target and alleged bully

CONDUCT INVESTIGATION:
Interview target
Interview witnesses
Interview alleged bully
Review video (if applicable)
Review other available evidence
(Use of the Investigation Form Required)

IS IT BULLYING/HARASSMENT?
Did it rise to the level of RIP?
Would the behavior be reasonably expected to create:
- Harm or reasonable fear of harm to targeted person or
  his/her property?
- Hostile environment at school for target?
- Infringement on student’s rights at school?

Interim measures should be taken to ensure safety of targeted student,
prevent further bullying, and inform parents of targeted student

If the behavior is
criminal. Law Enforcement must
be notified

Notify parents of target and bully
Determine the disciplinary
consequences, alternative
discipline remediation, and/or
other possible interventions

Counseling referral if suitable

Report in AS400 (screen S287 or S273). Select incident code:
substantiated bullying or harassment (BUL or HAR) or
unsubstantiated (UBL or UHR). Select an action code. Enter victim
information (screen S283 or S284). Add bully related characteristic
(BR) for each SESIR element when applicable.

If there is an appeal to the incident, proper
responsive procedures must be followed

11/6/14