BOARD OF EDUCATION
Virginia Coffey, President, Area 1
Vannessa Castro, Vice President, Area 2
Jannette Hunt, Clerk, Area 3
Sarah Kirby-Gonzalez, Trustee, Area 5
Jackie Thu-Huong Wong, Trustee, Area 4

SUPERINTENDENT
Cheryl P. Hildreth, Ed.D.

DISTRICT OFFICE
930 Westacre Road
West Sacramento, CA 95691

TEL (916) 375-7600
FAX (916) 375-7619
www.wusd.k12.ca.us

Bullying Investigation Process

All credible incidents are to be reported. When a bullying incident is witnessed by any staff member, a report must be made.
Parents, students, and anonymous reporters may also report bullying behavior. Complaints are to be protected from retaliation and intimidation.

⬇

When a staff member witnesses or learns of a bullying incident, a *Suspected Bullying Report* must be filled out within 24 hours & submitted to the principal or designee *immediately*. Parents, students, and anonymous reporters may also complete a *Suspected Bullying Report* and submit it to the principal or designee.

⬇

The principal or administrative designee receives a *Suspected Bullying Report* and determines if bullying has occurred. Once the report is received, within 3 school days, a plan will be made to investigate and resolve the complaint. Whether or not it is determined that a bullying incident has or has not occurred, all *Suspected Bullying Reports* must be scanned to the Office of Student and Family Support Services. After the site administration completes the initial investigation, the district recommends and will offer to conduct a restorative process meeting (if appropriate) in an attempt to reconcile the major issues associated with the complaint. If reconciliation is not achieved, the information attained in the restorative process meeting may be included in the development of the *Student Bully Intervention Plan(s)*.

⇨ **If it is determined that bullying has *not occurred*, appropriate resolution and administrative intervention will be applied.**

⬇

If it is determined through investigation by the administrator or designee that bullying *has occurred*, a *Student Bully Intervention Plan* will be developed with the student, school staff, and parent/guardian. All *Student Bully Intervention Plans* must be scanned to the Office of Student and Family Support Services. This process will be conducted *separately* for the aggressor and the target.

⇨ **Situation resolved**

⬇

School staff will meet *separately* with the aggressor and the target within two weeks to check in and follow up. Document aggressor, target, and/or parent contact in the *Aeries* Intervention screen.

⇨ **Situation resolved**

⬇

Aggressor, target, parent/guardian, and school staff will meet *separately* to modify, if needed, the *Student Bully Intervention Plan* to address the ongoing needs of the alleged target. School staff will document the *Bullying Intervention Meeting* in the *Aeries* Intervention screen.

⇨ **Situation resolved**

⬇

At any time, a *Uniform Complaint* may be filed with the district to appeal the school site decision.

BOARD OF EDUCATION
Virginia Coffey, President, Area 1
Vannessa Castro, Vice President, Area 2
Jannette Hunt, Clerk, Area 3
Sarah Kirby-Gonzalez, Trustee, Area 5
Jackie Thu-Huong Wong, Trustee, Area 4

SUPERINTENDENT
Cheryl P. Hildreth, Ed.D.

WASHINGTON UNIFIED SCHOOL DISTRICT
WEST SACRAMENTO

DISTRICT OFFICE
930 Westacre Road
West Sacramento, CA 95691

TEL (916) 375-7600
FAX (916) 375-7619
www.wusd.k12.ca.us