

Duval County Public Schools

Alleged Bully and Harassment Investigative Flowchart

A report of a bullying or harassment incident is received.
The investigation begins.

Notification is sent to the parent(s) and/or guardian(s) of the student who alleges bullying, the student accused of bullying, and any other students involved on the same day an investigation has been initiated, or reasonably thereafter.

Students involved in the bullying or harassment incident will be interviewed separately and the investigative steps will be followed.

Allegations outside the scope of the district

Bully or harassment meets policy criteria.

All parties will be notified of the investigation outcome within 10 days. The individuals who committed the act of bullying or harassment will be charged with the corresponding Student Code of Conduct violation. Schools will record the bullying or harassment incident in the data management system.

Incident does not meet policy criteria

All parties will be notified of the investigation outcome within 10 days. When appropriate, preventative measures will be taken. Schools will record the bullying or harassment incident in the data management system.

If deemed a criminal act, school officials will refer to appropriate law enforcement.

The Investigative Checklist is completed and faxed to the Bully Hotline fax number.