

## Steps to Investigation:

Actions taken by the Principal or Assistant Principal

### How to Report:

*Initial reporting may come from many sources:*

1. *Harassment or Bullying Reporting Form*
2. *School Website*
3. *Bully Box*
4. *County Website*
5. *Student request to teacher*

*All Polk County Employees are required to report observed bullying*

1. Complete the Harassment or Bullying Reporting Form:  
(if it was not used initially)

2. May complete the Bullying/Harassment Preliminary Review Form

If Evidence

3. Complete the Bullying/Harassment Determination and Investigation Form

Inform parents of investigation

Follow the procedures for investigating

No Evidence?  
**Stop**

### **4. DETERMINATIONS:**

- ✓ **Inform parents**
- ✓ **Report to principal**
- ✓ **Action plan – if necessary**
- ✓ **SESIR code – if necessary**
- ✓ **Monitor and follow up**