



5 Steps to Respond to Bias/Bullying Allegations

STEP 1

REPORT

.....
Incident report submitted via Aspen X2 reporting form and to building administrator. **Building administrator will immediately report to Superintendent and Dir. of DEIA.**

STEP 2

INQUIRE

.....
Principal and Asst. Principal reviews report and conducts inquiry process AND puts in place any supportive measures.

STEP 3

ASSESS

.....
Principal and Asst. Principal reviews inquiry with the DEIA Director to determine if an investigation is needed or if an informal resolution can be met.

STEP 4

INVESTIGATE

.....
If an investigation is needed, the building Principal or Asst. Principal conducts interviews with all related parties.

STEP 5

DETERMINATION

.....
Once the investigation is completed, the building Principal and Asst. Principal can consult with the DEIA Director for support and next steps for a final determination.

*Please note some conditional factors may change the process due to compliance, i.e. Civil Rights, Title IX, and more.