

CENTRAL BUCKS SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

COMMENCED:

CENTRAL BUCKS SCHOOL DISTRICT ADMINISTRATIVE REGULATION No. 249

Bullying/Cyberbullying Investigation Procedures

Related Policy: 249 Bullying/Cyberbullying

Responsible Administrator: Superintendent or Designee

Applies To: All District Schools, Programs, Activities and Student Conduct Subject to Pol 249

1. Purpose

These administrative regulations establish procedures for receiving, investigating, documenting, and responding to reports of bullying and cyberbullying in accordance with Board Policy 249. The district shall promptly investigate all allegations of bullying and cyberbullying and take appropriate action when conduct is substantiated. Policy 249 prohibits bullying and cyberbullying and requires administrative procedures for investigations, parent notification, and reporting.

Parent/Guardian and Student Responsibility to Report

Students and parents/guardians play an important role in maintaining a safe school environment. Students who believe they have been subjected to bullying or cyberbullying, students who witness bullying or cyberbullying, and parents/guardians who become aware of possible bullying or cyberbullying are expected to promptly report the concern to a teacher, counselor, principal, assistant principal, or other appropriate school employee. Timely reporting allows the district to investigate allegations, implement appropriate safety measures, and provide support to students as quickly as possible.

2. Reporting Procedures

A. Who May Report

Reports may be made by:

- Students
- Parents/guardians
- Employees
- Community members
- Witnesses
- Anonymous reporters

B. Reporting Methods

Reports may be submitted to School staff (Principal, Assistant Principal, counselor, teacher, coach, advisor)

- In person
- By email
- By phone
- In Safe2Say
- Through district reporting forms
- Through any other district-approved reporting mechanism

A report may not be dismissed solely because it was submitted informally or anonymously.

C. Employee Duty to Report

Any employee who receives information regarding possible bullying or cyberbullying shall notify the building principal or designee as soon as practicable and no later than the next school day.

3. Immediate Administrative Response

Upon receipt of a report, the principal or designee shall:

A. Conduct Initial Safety Assessment

Determine whether:

- A student is in immediate danger.
- Threats of violence exist.
- Self-harm concerns are present.
- Harassment is ongoing.
- Temporary protective measures are needed.

B. Implement Interim Measures When Appropriate

Such measures may include:

- Increased supervision.
- Seating changes.
- Schedule modifications.
- No-contact directives.
- Counseling support.
- Other reasonable steps necessary to maintain student safety.

Implementation of interim measures shall not be interpreted as a finding that bullying or cyberbullying occurred.

C. Notify and confer with the Assistant Superintendent for Elementary or Secondary Education.

D. Notify and confer with the Title IX Coordinator if the bullying report includes allegations of discrimination or sexual harassment.

E. Notify and confer with the [special education designee] if either party is a student with an IEP.

4. Investigation Timelines

A. Initiation

An investigation shall begin promptly upon receipt of a report.

B. Investigation Goal

The district should make reasonable efforts to complete investigations within ten (10) school days whenever practicable.

Complex investigations involving:

- Multiple students,
- Law enforcement involvement,
- Digital evidence,
- Extensive witness interviews, or
- Significant safety concerns

may require additional time.

5. Investigation Procedures

The principal or designee shall:

Step 1: Review Complaint

Review:

- The initial report.
- Supporting information.
- Available documentation.

Step 2: Identify Students Involved

Determine:

- Alleged target(s).
- Alleged aggressor(s).
- Witnesses.

- Other students directly involved.

Step 3: Conduct Interviews

Interview as appropriate:

- Reporting party.
- Targeted student.
- Alleged aggressor.
- Witnesses.
- Staff with relevant information.

Written statements may be obtained.

Step 4: Review Evidence

Evidence may include:

- Written communications.
- Emails.
- Text messages.
- Social media posts.
- Photographs.
- Videos.
- Audio recordings.
- School records.
- Surveillance footage.
- Artificial intelligence-generated or modified media.

Step 5: Evaluate Applicable Definitions

The investigator shall determine whether the conduct meets the definitions contained in Policy 249 for:

- Bullying
- Cyberbullying
- Retaliation
- False reporting

Step 6: Determine Findings

Each allegation shall be classified as:

- Substantiated
- Unsubstantiated
- Inconclusive

6. Off-Campus Cyberbullying Review

When alleged conduct occurred outside school, administrators shall evaluate:

- Whether conduct was directed toward a student.
- Whether conduct was severe, persistent, or pervasive.
- Whether conduct substantially interfered with education.
- Whether conduct created a threatening environment.
- Whether conduct substantially disrupted school operations.

Administrators shall consider the district's obligations under student speech protections and applicable law when responding to off-campus conduct.

7. Artificial Intelligence-Generated or Modified Media

When electronic content is involved, investigators shall determine whether there is reason to believe the incident involved:

- AI-generated images;
- Deepfake photos or videos;

- AI-generated voice recordings;
- AI-generated text;
- Other AI-generated or modified media.

Where suspected, the district shall document:

- Nature of suspected AI involvement.
- Type of media involved.
- Whether AI use contributed to the cyberbullying determination.

This information shall be maintained for reporting purposes.

8. Documentation Requirements

The principal or designee shall maintain documentation including:

Case Information

- Report date.
- Incident date.
- Building.
- Students involved.

Investigation Information

- Witnesses interviewed.
- Evidence reviewed.
- Investigation timeline.
- Findings.

Notification Information

- Parent notification dates.
- Safety measures implemented.
- Corrective actions taken.

Reporting Information

- Bullying determination.
- Cyberbullying determination.
- Suspected AI involvement.
- Safe Schools reporting fields.

Records shall be maintained in accordance with district record retention procedures and applicable law.

9. Parent/Guardian Notification

A. Substantiated Incidents

When bullying or cyberbullying is determined to have occurred, the principal or designee shall notify the parent/guardian of each student involved as soon as practicable consistent with Policy 249.

B. Notification Content

Notification may include:

- Confirmation that an investigation occurred.
- Confirmation that a determination was made.
- Safety measures implemented.
- Available support resources.

C. FERPA Compliance

Parent notification shall not disclose:

- Personally identifiable information of another student.
- Specific disciplinary consequences imposed upon another student.
- Confidential educational records.

Questions regarding disclosure shall be reviewed with the district solicitor as appropriate.

10. Corrective Action

At the conclusion of the investigation, administrators shall determine appropriate interventions which may include:

Educational Responses

- Counseling.
- Conflict resolution.
- Skill-building interventions.
- Behavioral supports.

Disciplinary Responses

Consistent with:

- Policy 218
- Policy 233
- Student Code of Conduct

Responses may include:

- Detention.
- Loss of privileges.
- Suspension.
- Exclusion from activities.
- Expulsion recommendations.
- Law enforcement referral.

Safety Responses

The district may implement safety plans, supervision plans, or other protective measures as appropriate. Administrators or delegees will follow up with all parties to confirm that corrective actions have been implemented and are effective and will adjust remedies as needed.

11. Retaliation

Any retaliation against an individual who:

- Reports bullying or cyberbullying;
- Participates in an investigation; or
- Provides information during an investigation

shall be investigated as a separate violation and may result in disciplinary action.

13. Annual Reporting

District administration shall maintain data necessary for state reporting requirements, including:

- Total substantiated bullying incidents.
- Total substantiated cyberbullying incidents.
- Total cyberbullying incidents suspected to involve AI-generated or modified media.
- Prevention and intervention efforts required for Safe Schools reporting.