

PARENT/LEGAL GUARDIAN RIGHTS & RESPONSIBILITIES FLOWCHART

Act 861 of 2012, Bullying Prevention

REPORT OF BULLYING

Each school shall inform, both verbally and in writing, students, staff, volunteers, and parents/ legal guardians, of the procedures for reporting and investigating incidents of bullying.

A principal or designee is responsible for receiving reports of incidents of bullying.

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Any student or parent/legal guardian¹ has the right and is encouraged to report an incident of bullying.

Reported via LDOE "Bullying Report Form"

PARENTAL NOTIFICATION

Upon receipt of the written report of bullying, the principal/ designee of the school shall initiate an investigation into the bullying incident, no later than the next business day during which school is in session.



The principal/designee shall notify² the parent/legal guardian if his/ her child is involved in a report of bullying (whether reporter, victim, alleged offender, or witness) the same day the investigation is initiated and before the student can be interviewed.



Parents/legal guardians whose child is involved in a report of bullying must have the opportunity to attend any interviews with their child conducted as a part of the investigation



BULLYING INVESTIGATION

Any parent/legal guardian whose child was involved in an incident of bullying must be 2informed of the outcome of the investigation regardless of the decision made by the school.

The investigation of a bullying report shall be completed no later than 10 school days after the date the written report is submitted to the appropriate school official.

APPEAL/PARENTAL RELIEF

- Parents/legal guardians of a bullied student may request a transfer to another school if a parent, legal guardian, teacher, or other school official has made four or more reports of separate instances of bullying and no investigation has occurred.
- The LEA must make a space available for the student at another public school under its jurisdiction within ten days of the transfer request.
- 3) If no other school that serves the bullied student's grade is available, within fifteen days of the transfer request, the superintendent/head of the LEA must facilitate the student's enrollment in a statewide virtual school.
- The LEA may enter into a memorandum of understanding with another LEA to secure placement for the bullied student.



If none of the aforementioned options are made available within 30 days of the transfer request, the parent/legal guardian may request a hearing with the school's governing authority.



At the end of the school year, a parent/legal guardian my request that the student be transferred back to the school in which the student was enrolled when at least three of the bullying reports were made. The LEA must make space available.

¹ All parents chaperoning a school sponsored event who witness a bullying incident must report that incident of bullying to the school. A verbal report must be made on the same day and a written report must follow no later than two days thereafter.

² Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).