



BULLYING INVESTIGATION CHECKLIST

1. RECEIPT OF BULLYING COMPLAINT

- Review Board Policy
 - Definition of Bullying
 - Definition of Cyberbullying
- Make an initial assessment of the bullying incident.
- If the complaint does not allege bullying within the definition, you may dismiss the complaint. However, document your findings and notify parents of the bully and the victim of the complaint and its dismissal with rationale.
- If the complaint does allege bullying –
 - Notify parents of the alleged bully of the complaint. Provide information about the investigation and an opportunity to meet with the principal to discuss the investigation.
 - Notify the parents of the alleged victim of the complaint. Provide information about the investigation and an opportunity to meet with the principal to discuss the investigation.
 - Determine if support services are required for the victim or bully prior to initiating the investigation. Support services could include social work support, separation of bully and victim, or other restorative measures.

2. BULLYING INVESTIGATION

- Investigate the incident promptly upon becoming aware. Some states have standards for promptness.
- Interview the victim.
 - Have the victim write a statement, if that is age appropriate
 - Be sure to get as many details as possible about incidents of bullying, including any witnesses.

- Interview the alleged bully.
 - Have the alleged bully write a statement, if that is age appropriate.
 - Be sure to get as many details as possible about incidents of bullying, including any witnesses.
- Interview any available witnesses.
 - Have the witness write a statement, if that is age appropriate.
 - Be sure to get as many details as possible about incidents of bullying, including any witnesses.
- Review artifacts.
 - Security Camera Footage
 - Documents, including emails, written correspondence, and other electronic media
- Take good notes.

3. THE INVESTIGATION REPORT

- Draft a written report.
 - Statement of complaint
 - Description of investigation, including identification of all witnesses interviewed and artifacts reviewed.
 - Findings of facts
 - Conclusion
 - Include statement that students may be disciplined for any reprisal against other students who participated in the investigation.
- Notify parents of victim and bully of the outcome of the investigation. Be cognizant of Student Records implications.

4. AFTER THE INVESTIGATION

- Issue any discipline that is warranted.
- Create safety plan for students, if warranted.
- Follow up. Serial bullies may not stop bullying because of disciplinary action. Follow up with bullying education for the class and for the bully.

