**BULLYING OR HARASSMENT INVESTIGATION CHECKLIST**

***Note: This checklist is intended as a guideline only and in no way replaces or diminishes the professional judgment and discretion of the administrator or employee(s) participating in any investigation regarding bullying/harassment.*** *This form is to be confidentially maintained in accordance with the Family Educational Rights to Privacy Act, 20 U.S.C. § 1232g.*

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| --- | --- | --- |
| **Victim(s) Names School Date** | | |
| **Investigative Steps** | **Date** | **Initials** |
| 1. Complete and/or receive one of the ***Bullying or Harassment Report Forms*** **(B)**(or ***Discipline Referral Form***) and determine if incident is within the scope of jurisdiction. |  |  |
| **Use *Investigation Form and Summary Report*  (C and D) for Remaining Items:** |  |  |
| 1. **Interview complainant**, separately, regarding the facts, involved parties’ relationships, perception of imbalance of power, impact on school performance and context of the bullying/harassment incident. |  |  |
| 1. **Interview and take statement from alleged victim**, separately, regarding the facts, involved parties’ relationships, perception of imbalance of power, impact on school performance and context of the bullying/harassment incident. Have alleged victim complete a written statement, if he/she is not the complainant. Notify parent/legal guardian, if needed. |  |  |
| 1. **Interview and take statement from alleged perpetrator**, separately, regarding the facts, involved parties’ relationships, perception of imbalance of power, impact on school performance and context of the bullying/harassment incident. Have alleged perpetrator complete a written statement, if he/she is not the complainant. Notify parent/legal guardian, if needed. |  |  |
| 1. **Interview and take statement from any person that witnessed** the bullying/harassment incident, has knowledge of the incident, or may have related information. Have each person complete and sign a ***Bullying or Harassment Report Form***. |  |  |
| 1. **Review any other pertinent information** such as grades, attendance, prior discipline, medical information or video surveillance. |  |  |
| 1. **Complete *Bullying and Harassment Investigation and Summary Form (C).*** Make sure to document interventions **(D)** including referrals to counseling (*i.e*., guidance, RTI, schedule/location change) for the alleged victim and the alleged perpetrator. |  |  |
| 1. **Substantiated bullying or harassment violations:** For students, use Code of Conduct to determine the appropriate violation and disciplinary action. Document findings on ***Discipline Referral Form***. For non-students, take appropriate remedial action (*i.e*., referral to HR, SRO). Enter appropriate codes into \_\_\_\_\_\_ within ten days. |  |  |
| 1. **Unsubstantiated bullying or harassment violations**: For students, use the Code of Conduct to determine the appropriate violation and disciplinary action, if any, and enter appropriate codes into \_\_\_\_\_\_\_\_ within ten days. For non-students, take appropriate remedial action (*i.e.,* referral to HR, SRO). |  |  |
| 1. **Retain *Bullying or Harassment Investigation Checklist*, *Bullying or Harassment Investigation and Summary Form* and documentation**. If referring student to an alternative education center, for long-term suspension or expulsion, submit the ***Bullying or Harassment Investigation Checklist*** packet and documentation, with the referral packet to the Hearing Officer/Tribunal. |  |  |
| 1. **Notify parent/legal guardian of alleged victim and the parent/legal guardian of the alleged perpetrator** in writing of the outcome and actions taken as a result of the investigation using the ***Outcome Notification Letter* (E)**. Follow-up as needed with referral sources for the alleged victim and the alleged perpetrator. |  |  |
| 1. **Document interventions utilized to address any systemic problems** and to create a wholesome educational environment if investigation revealed evidence of a pattern of group harassment or certain targeted groups. |  |  |
| 1. **Attach all documentation and forms** to ***Bullying or Harassment Investigation Checklist*** **(A)** and maintain file of incident. |  |  |
| **Print Name Title Signature School/Dept. Date** | | |