

**BULLYING AND HARASSMENT  
INVESTIGATION CHECKLIST**

This checklist is designed to guide school administrators through the investigation process for reports of bullying, harassment, cyberbullying, and hazing. This checklist is designed to help school personnel maintain a fair, consistent, and confidential approach while safeguarding the rights of all students involved.

This checklist is a supplemental tool and should be used in conjunction with the district's Anti-Harassment, Intimidation, Bullying, and Hazing Policy. Investigators must reference the policy throughout the investigation process to ensure adherence to all procedural and legal requirements.

- Receive report or become aware of incident
- Initiate investigation within forty-eight (48) hours of receipt of the report or knowledge of incident, unless the need for more time is appropriately documented.
  - Interview Complainant/Alleged victim
  - Interview Accused
  - Interview Witnesses
  - Gather evidence
- Draft an interim safety plan or implement interim supportive measures, if necessary
- Complete investigation report using the "Bullying, Harassment, and Intimidation Investigation Report" (See attached)
- Initiate an appropriate intervention within twenty (20) calendar days of receipt of the report, unless the need for more time is appropriately documented.
- Within the parameters of FERPA, deliver the outcome of investigation to the parents of the alleged victim(s) and accused student(s). Inform parents of complainant and accused of the outcome.
- Report the findings, along with any disciplinary action taken, to the Director of Schools and the Chair of the Board of Education at [bullyingreporting@cityschools.net](mailto:bullyingreporting@cityschools.net)

## Bullying, Harassment, and Intimidation Investigation Report

Pursuant to Board Policy 6.304, administrators are required to complete this form and follow the process outlined below when a report of harassment, intimidation, bullying, or cyberbullying is received. The investigation must begin within 48 hours of receiving the complaint, unless otherwise documented.

School:	Date:
Name of Person Completing this Report:	Name of Person Investigating this Report:

### Section I: Initial Report of Incident

**Name of Complainant (if not anonymous):** \_\_\_\_\_

Person Making Report (*Circle one*): Student Parent Staff Administrator

**Name of Alleged Victim:** \_\_\_\_\_

Gender: \_\_\_\_\_ Grade: \_\_\_\_\_ Classroom: \_\_\_\_\_

**Name of Accused:** \_\_\_\_\_

Gender: \_\_\_\_\_ Grade: \_\_\_\_\_ Classroom: \_\_\_\_\_

Date Report Received: \_\_\_\_\_ Date of Alleged Incident: \_\_\_\_\_ Date Investigation Began: \_\_\_\_\_

Investigation Initiated within 48 Hours:  Yes  No If no, why: \_\_\_\_\_

**Location of Incident:**  Classroom  Hallway  Cafeteria  Playground  Online (Cyberbullying)

Other: \_\_\_\_\_

**Nature of Allegation:**

Bullying  Harassment  Cyberbullying  Hazing  Intimidation  Other: \_\_\_\_\_

**Brief Description of Incident Alleged:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Witness(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Date of Notification to Parent of Victim:** \_\_\_\_\_ **Date of Notification to Parent of Accused:** \_\_\_\_\_

**Support Provided to Alleged Victim:**

Counseling  Safety Plan Implemented  Class Reassignment  Other: \_\_\_\_\_

**Interim Measures for Accused (if applicable):**

No Contact with Victim  Counseling  Safety Plan Implemented  Class Reassignment

Other: \_\_\_\_\_

Submit the written investigation report and all supporting documents to [bullyingreporting@cityschools.net](mailto:bullyingreporting@cityschools.net). Please keep a copy of the report and supporting documents in a discipline file. These documents should not be placed into a student's cumulative file.

Log this investigation in Student Information System (SIS). If unsubstantiated, document that an investigation was conducted, and the conduct alleged could not be substantiated.

## INVESTIGATION STEPS

Individuals Interviewed:

- Alleged Victim: Date of Interview: \_\_\_\_\_
- Alleged Perpetrator: Date of Interview: \_\_\_\_\_
- Witnesses (list names and dates):
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Documentation Collected/Reviewed (check all that apply):
  - Written Statements    Emails/Text Messages    Social Media Posts    Video Footage
  - Other: \_\_\_\_\_

## INVESTIGATION FINDINGS

Summary of Evidence:

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Findings:

- The investigation confirmed a violation of Board Policy 6.304.
- The investigation did not substantiate a violation of Board Policy 6.304.
- Other findings: \_\_\_\_\_

## OUTCOME AND ACTIONS TAKEN\*

**Actions Taken Against Perpetrator:**

- Counseling/Behavioral Support    Class Reassignment    Bus Reassignment
- Discipline: \_\_\_\_\_
- Other: \_\_\_\_\_

**Support for Victim:**

- Continued Counseling    Safety Plan Adjustments    Class Reassignment    Bus Reassignment
- Other: \_\_\_\_\_

Date Parents/Guardians Notified of Outcome: \_\_\_\_\_

Signature of Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

*Date that Notice was provided to Director of Schools and School Board Chairman: \_\_\_\_\_*

*\*School has 20 calendar days from receipt of initial complaint to initiate appropriate intervention.*



## BULLYING AND HARASSMENT INTERVIEW NOTES

Date of Interview:	Place of Interview:
Interviewee:	Interviewer:

### Framing Questions:

- What happened? Where did it happen? When did it happen? Who did it?
- Who else was present?
- Has it happened before? How often?
- Who else may have seen or heard the incident?
- How did you react? How did others?
- Have you discussed the incident with anyone else?
- Do you have any evidence of the incident?

### Interviewer Notes:

*Note: It is considered best practice to follow up with the parent or guardian of any student witness after the interview is conducted. This ensures transparency, keeps parents informed, and provides an opportunity to address any concerns or questions. Communicating with the parent or guardian reinforces trust and supports the witness's well-being throughout the investigation process.*