

# Bullying Investigation Checklist

Date: \_\_\_\_\_ Person Completing: \_\_\_\_\_

The following questions/tasks should be reviewed/completed during an investigation into allegations of all types of bullying. Some items may not be applicable based on individual event circumstances. Please check each item indicating it was completed, addressed or not applicable during the investigation phase.

PARENT NOTIFICATION	Yes	No	N/A
Notification at time of incident to parent of target/victim			
Notification at time of incident reported to parent of alleged perpetrator			
Follow-up contact with parent of target/victim by end of day or 24 hrs.			
Follow-up contact with parent of alleged perpetrator by end of day or 24 hrs			
Notification to parents of active bystander(s) of their child's involvement			
Additional contacts with parents of all parties involved <i>Please detail dates, times, and content of all conversations in discipline/investigative reports</i>			

LAW ENFORCEMENT INVOLVEMENT	Yes	No	N/A
Incident included a potential law violation and local police contacted			
Parents of student(s) notified of police involvement			

STATEMENTS AND INTERVIEWS	Yes	No	N/A
Written statement taken from victim/target student(s)			
Written statement taken from alleged perpetrator			
Written statement taken from bystander(s)			
Can the item be concealed under clothing?			
Adult witnesses present to interviews and/or statements taken <i>Please detail in investigative/discipline reports who was present for each interview/statement</i>			
Statements taken or interviews conducted of other staff members			
Parent of victim/target interviewed			
Parent of alleged perpetrator interviewed			
Witnesses other than students, staff or parents			

<b>EVIDENCE - ELECTRONIC, WRITTEN, OR IMAGES</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Pictures or video recordings related to incident(s) available and/or reviewed			
Writings or drawings related to incident(s) available and/or reviewed			
Parent/guardian has notes, recordings, or other documentation			
Physical injuries, bruises, or marks observed (Photograph if appropriate)			

<b>OBSERVATIONS &amp; KEY QUESTIONS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Evidence that actions of the alleged perpetrator were intentional			
Evidence, statements or observations supporting this was not a one-time occurrence			
Evidence or statements supporting the alleged perpetrator has some level of physical, emotional or psychological control over the victim/target			
Physical injuries, bruises, or marks observed (Photograph if appropriate)			
Actions of the alleged perpetrator violate the Student Code of Conduct			
Evidence/statements support an impact on learning for one or more students			
Evidence/statements support an impact on safety and/or climate affecting one or more students			

<b>INTERVENTIONS DURING INVESTIGATION</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Teachers of victim/target and/or alleged perpetrator notified			
Supervision plans or assignments adjusted			
Student daily schedule altered, adjusted or changed			
No Contact Agreement initiated between victim/target and perpetrator			
Scheduled periodic contacts with victim/target and/or alleged perpetrator			
Unscheduled contacts with victim/target and/or alleged perpetrator initiated			
Alleged perpetrator remains out of school during investigation			
Alternate transportation arrangements made for victim/target and/or perpetrator			

INVESTIGATION CONCLUSION	Yes	No	N/A
Elements for classification of bullying present			
Student(s) formally disciplined for Code of Conduct Violation			
District or state required reports prepared and submitted			
Parent/Guardian of Victim/Target notified of conclusion			
Parent/Guardian of alleged perpetrator notified of conclusion			
Long term intervention plan developed for Victim/Target and shared or prepared in conjunction with parent/guardian			
Long term intervention plan developed for perpetrator and shared or prepared in conjunction with parent/guardian			
Staff with a "Need to Know" made aware of conclusion			
Additional adjustments in school prevention/intervention/response strategies are made based on facts of investigated incident			
Does the student have unexplained items related to the incident?			

**Notes:**

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