



Investigation Checklist for Bullying and Harassment Complaints

Refer to AR-5231.911 for more information

Before Investigation

- Collect all necessary Incident Report Forms
 - Student Grades K-5: ADM-F015-A
 - Student Grades 6-12: ADM-F015-B
 - Employee Report: ADM-F015-C
 - Parent/Guardian: ADM-F032
- Contact parents/guardians of all students involved.
- Make a list of students involved and needed for interview.
- Inform relevant staff of developing situation and ask if any of them have any information and to provide a statement regarding any information.
- If necessary, request additional supervision of students during the period of investigation.
- Identify if student have an IEP or 504 Plan

During Investigation

- Interview all students separately.
- Explain to students what retaliation is and what consequences there are. Be sure to provide a direct communication channel for students who feel they are being retaliated against.
- Ask students to write a statement regarding what they know about the situation.
- Ask students the same initial set of questions; make notations of any unique follow-up questions and record answers.
- Ask open-ended, non-leading questions of students.
- Compare written statements to verbal statements made during interview, note any similarities and differences.
- Keep finding confidential.
- Review any relevant security video.

After Investigation

- Complete School Investigation Summary Form (ADM-F017).
- Submit a written notice of findings (verified/unverified) to target, perpetrator(s).
- Discuss consequences, if any, with initiator if confirmed.
- Document in PowerSchool
- Create support plan for both the target and initiator(s).
- Contact parents at the conclusion of the investigation to invite for individual meetings; offer phone conference if more convenient to parent.
- Establish check-in/follow-up date with all parents.
- Send a copy of the investigation and all supporting documents to the District Climate Coordinator.
- Determine if interventions need to be addressed through a PPT or 504 meeting

Remember, FERPA regulations prohibit the disclosure of any information contained within a student's school record to any non-parent or guardian or without the expressed written permission of a parent or guardian to do so. **Therefore, you may not inform the target or any other students of any specific disciplinary or support structures being given to a student for violating school or district policy.*