

Monroe County School District Checklist for the Investigation of a Report of Bullying

Steps in the Investigation	Date	Time	Initials
1. When a <i>Bullying Report</i> has been made the Principal or Designee fills out the <i>Receipt Form</i> and determines the route of the investigation. Attach to checklist and note date and time. Keep copies of all documentation.			
2. Interview the alleged victim and determine need to continue with investigation. The interviewer should fill out the <i>Bullying Witness Interview Form</i> if the victim did not make the initial complaint.			
3. Contact parent(s)/guardian(s) of the victim. List date and time of contact. Document the name of the guardian here:			
4. If the report appears unfounded and no other witnesses are available document here and cease the investigation. Criteria: the investigator must determine that the alleged victim feels safe to fully cooperate.			
Steps 5-7 may occur in the order best suited to preserve integrity of the investigation and the safety of the students involved. All steps should be handled in a timely manner.			
5. Interview the accused student. Attach the <i>Alleged Aggressor Investigation Form</i>			
6. Contact the accused student's custodial parent(s)/guardian(s). List date and time of contact. Document the name of the guardian here:			
7. Interview any person who witnessed the bullying incident or has knowledge of the incident, or who may have related information. Complete the Monroe County Schools <i>Bullying Witness Interview Form</i> . Attach form(s) to the checklist.			
Witness #1 Name: _____			
Witness #2 Name: _____			
Witness #3 Name: _____			
8. Determining Bullying Designee fills out and attaches the <i>Administrator Findings Form</i> . If actions taken include disciplinary action, attach copy of <i>Monroe County School District Referral Form</i> . Disciplinary actions may include the perpetrator or a false reporter. It may be determined the incident was not bullying but disciplinary action may occur.			
9. If Bullying was determined the investigator will work with the Student Services Team or other designated team, as determined by the principal, to create an Action Plan for the victim. This will be done in a timely manner. Attach the <i>Action Plan for Victim</i> to the checklist.			
10. If Bullying was determined the investigator will work with the Student Services Team or other designated team, as determined by the principal, to create an action plan for the Bully. This will be done in a timely manner. Attach the <i>Action Plan for Aggressor</i> to the checklist.			