

## Bullying/Harassment Checklist for Investigations

- Date of Allegation: \_\_\_\_\_
- Begin Investigation: Go to K-Cloud, My Tasks, Start A Process, and then Anti-Bullying Investigation Form. (You have 10 school days from the date of the allegation report to complete the Bullying/Harassment investigation and submit the form) Date Investigation will be due: \_\_\_\_\_
- Initial notification to parents of alleged target by phone. (**must notify within 3 days of the allegation**)  
Date: \_\_\_\_\_  Left Message  Personal Conversation
- Initial notification to parents of alleged perpetrator by phone. (Timing TBD depending on speed of investigation - 3 days Keller practice) Date: \_\_\_\_\_  Left Message  Personal Conversation
- Determine appropriate interim measures to prevent harassment/bullying. Date: \_\_\_\_\_
- Investigation (**Question, Understand, Investigate** and repeat, as needed). If police involved, follow AR GRA(R1).  
Date(s): \_\_\_\_\_
- Bullying/Harassment analysis and determination. Use **Bullying and Harassment Decision Making Checklist**. (based on investigation **Decide** if it is or is not Bullying or Harassment ) Date: \_\_\_\_\_
- As appropriate, determine action steps needed to stop behavior. Date: \_\_\_\_\_
- Complete DR, and send to data clerk. Date: \_\_\_\_\_
- Submit Investigation Form by clicking the submit button on the electronic form. Date: \_\_\_\_\_  
(Student Services will conduct review of Investigation within 10 days of the Investigation Form being submitted)
- As appropriate, 504/ARD manifestation meeting completed. Date: \_\_\_\_\_
- As appropriate, discipline hearing completed. Date: \_\_\_\_\_
- Optional: If bullying/harassment determined, perpetrator signs acknowledgement. (Parent Notification Form – optional) Date: \_\_\_\_\_
- Share investigation findings in writing with parents of alleged target. Letter or email is acceptable with read receipt.  
You may use the Parent Notification Form – optional. Date: \_\_\_\_\_
- Share investigation findings in writing with parents of alleged perpetrator. Letter or email acceptable with read receipt.  
Date: \_\_\_\_\_
- Establish monitoring and check-in process to ensure student safety.

Monitoring Plan:

Action/Date:

Action/Date:

Action/Date:

Action/Date:

Action/Date:

Action/Date: