

BULLYING INVESTIGATION CHECKLIST

____ Bullying Report Form Date received _____

____ Bullying Investigation Date begun _____

Parents of students being accused of bullying have been notified of allegation and given the opportunity to attend any interview conducted with the student as part of the investigation Date _____

____ Interviews conducted

____ Victim Date _____

____ Alleged Offender Date _____

____ Witness(s) Date _____

____ Investigation Concluded and appropriate action taken Date _____

____ Summary of investigation completed

____ Notification letter sent to parents with investigation findings

____ Documentation of investigation findings placed in students records

____ Copy of complete investigation file must be prepared and submitted to the **Office of School Safety** via email at **schoolsafety@jpschools.org** or by mail to **4600 River Road, 3rd Floor, Attention: David Malveaux**. The files will be maintained in a repository of all JP Schools bullying investigations.