



# SAMPLE BULLYING RESPONSE, INVESTIGATION, AND PREVENTION CHECKLIST

Name of person completing form: \_\_\_\_\_

## Evaluation of Bullying Complaint:

Date report received: \_\_\_\_\_

Name of person(s) making complaint: \_\_\_\_\_

Name of person(s) accused in complaint: \_\_\_\_\_

Format of report (i.e. written, telephone, e-mail): \_\_\_\_\_

Per district policy, deadline to investigate and resolve complaint: \_\_\_\_\_

Attach copy of written complaint and/or intake notes for verbal complaint.

List any previous complaints related to the same alleged victim(s) and/or alleged bully(ies): \_\_\_\_\_

Summary of allegations: \_\_\_\_\_

Evaluate whether complaint warrants immediate action, such as police contact, parent contact, website contact to disable online post, crisis counselor intervention, issuance of a no-harm contract, or other intervention. List any action(s) taken and person(s) contacted (include date, time and contact information):

Provide victim with a copy of district policy and complaint procedures.

Evaluate whether allegations meet legal definition of bullying.<sup>1</sup> (This may require a legal determination and/or additional information may be required through an investigation to make this conclusion.)

If no:  Are other means of correcting behavior available/recommended? If so, what?

Has this matter been referred to another administrator for follow-up? If so, who?

Have parent(s) and alleged victim(s) been notified of status of complaint, resolution, any responsive action, and/or support services available? \_\_\_\_\_

<sup>1</sup> "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act . . . directed toward one or more pupils that has or can be reasonable predicted to have the effect of one or more of the following:(a) Placing a reasonable pupil or pupil in fear of harm to that pupil's or those pupils' person or property.

- (a) Placing a reasonable pupil or pupil in fear of harm to that pupil's or those pupils' person or property.
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.
  - (i) "Electronic act" means the creation and transmission of a communication originated on or off school site, by means of an electronic act, including but not limited to a message, text, sound or image, or a post on a social network Internet website.
  - (ii) "Reasonable pupil" means a pupil, including but not limited to an exceptional needs pupil who exercises average care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs. (Cal. Educ. Code § 48900.)

**Investigation:**

- Identify victim(s), bully(ies), witness(es) in complaint. \_\_\_\_\_
- If incident was witnessed by a teacher, did that teacher take any steps to intervene if safe to do so? If so, what intervention steps did the teacher take? \_\_\_\_\_
- Collect and attach any written and/or technological evidence related to complaint. (Be mindful of student privacy rights in collecting such evidence and contact legal counsel and/or law enforcement to determine whether a search and seizure of student property is warranted under the circumstances.)
- Request and attach written statements from victim(s), witness(es) and alleged bully(ies), if possible.
- Conduct interviews, as necessary, of victim(s), witness(es), and bully(ies). Attach written interview notes.

**Location of incident:**

Describe location: \_\_\_\_\_

If incident was off-campus:

- Did the conduct at issue occur during the course of a school activity or in any way related to a school activity?<sup>2</sup>  
If so, please describe. \_\_\_\_\_
- Did the off-campus conduct cause any disruption on campus? If so, describe the level of disruption in detail:  
\_\_\_\_\_

**Conclusion and Response:**

Based on investigation, the following may be concluded from the evidence:

\_\_\_\_\_  
\_\_\_\_\_

- Prepare formal report and attach it to this form.
- Notify victim(s) and bully(ies) of conclusion and findings of investigation, as appropriate.
- Is discipline warranted and if so, what is the recommended discipline?<sup>3</sup> \_\_\_\_\_
- Are other means of intervention recommended? If so, what? \_\_\_\_\_
- Have parent(s)/guardian(s) of victim requested an inter-district transfer? If yes, they must be given priority.
- Notify victim(s) and parent(s) of the appeal process.

<sup>2</sup> "Related to a school activity" includes, but is not limited to the following circumstances:

- (1) While on school grounds;
- (2) While going to or coming from school;
- (3) During lunch period, whether on- or off-campus; or
- (4) During, or while going to or coming from, a school-sponsored activity.

<sup>3</sup> Note that for students with disabilities, the law requires specific procedures be followed for proposed disciplinary removals.

— PLEASE ATTACH ADDITIONAL PAGE(S) AS NECESSARY —