



Sample Bullying Response, Investigation, and Prevention Checklist

Name of person completing form:
Evaluation of Bullying Complaint:
<ul style="list-style-type: none"> Date report received:
<ul style="list-style-type: none"> Name of person(s) making complaint:
<ul style="list-style-type: none"> Name of person(s) accused in complaint:
<ul style="list-style-type: none"> Format of report (i.e. written, telephone, e-mail):
<input type="checkbox"/> Per district policy, deadline to investigate and resolve complaint:
<input type="checkbox"/> Attach copy of written complaint and/or intake notes for verbal complaint.
<input type="checkbox"/> List any previous complaints related to the same alleged victim(s) and/or alleged bully(ies):
<input type="checkbox"/> Summary of allegations:
<input type="checkbox"/> 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. ¹ (This may require a legal determination and/or additional information may be required through an investigation to make this conclusion.)
If no:
<input type="checkbox"/> Are other means of correcting behavior available/recommended? If so, what?
<input type="checkbox"/> Has this matter been referred to another administrator for follow-up? If so, who?
<input type="checkbox"/> Have parent(s) and alleged victim(s) been notified of status of complaint, resolution, any responsive action, and/or support services available?

¹ "Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the student in reasonable fear of harm to the student's person or property.
- (2) Has a substantially detrimental effect on the student's physical or mental health.
- (3) Has the effect of substantially interfering with a student's academic performance.
- (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. (Iowa Code § 280.28.)
- (5)

Investigation:
<input type="checkbox"/> Identify victim(s), bully(ies), witness(es) in complaint.
<input type="checkbox"/> 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?
<input type="checkbox"/> 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.)
<input type="checkbox"/> Request and attach written statements from victim(s), witness(es) and alleged bully(ies), if possible.
<input type="checkbox"/> Conduct interviews, as necessary, of victim(s), witness(es), and bully(ies). Attach written interview notes.
Location of incident:
<input type="checkbox"/> Describe location:
If incident was off campus:
<input type="checkbox"/> Did the conduct at issue occur during the course of a school activity or in any way related to a school activity? ² If so, please describe.
<input type="checkbox"/> 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:
<input type="checkbox"/> Prepare formal report and attach it to this form.
<input type="checkbox"/> Notify victim(s) and bully(ies) of conclusion and findings of investigation, as appropriate.
<input type="checkbox"/> Is discipline warranted and if so, what is the recommended discipline? ³
<input type="checkbox"/> Are other means of intervention recommended? If so, what?
<input type="checkbox"/> Have parent(s)/guardian(s) of victim requested an inter-district transfer? If yes, they must be given priority.
<input type="checkbox"/> Notify victim(s) and parent(s) of the appeal process.

² "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.

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

— PLEASE ATTACH ADDITIONAL PAGE(S) AS NECESSARY —