

Bullying Involvement Investigation Process Checklist

The purpose of this checklist is to guide the bullying prevention task force in conducting a thorough investigation. Please ensure that all four steps are completed when conducting a bullying incident investigation. Any related items used/steps taken that are not listed should be placed in the “additional items” section within the respective step.

Throughout the process, student information must be kept confidential.

- Ensure that reports and other documentation are stored securely.
- Conduct interviews in a setting where others will not overhear.
- Do not discuss the details of the incident with anyone who does not have a legitimate educational interest in the information.
- Follow state and federal pupil records statutes in conjunction with district confidentiality policies.

Step One: Receive Report	
Tools: Bullying Report Form: General Bullying Report Form: Anonymous Bullying Report Form: Verbal Elementary Bullying Report Form Secondary Bullying Report Form	
Procedure	Signature/Date
Review all bullying reports related to the incident within two days	
Analyze all information in the bullying report (e.g., date, age/grade level, nature of the incident, individuals involved)	
Additional items:	

Step Two: Review Existing Data

Tool: Evaluating Existing Records

Procedure

Signature/Date

Complete review of existing data sources

Additional items:

Step Three: Conduct Interviews

Tools:

Student Interview Form

Brief Teacher Interview Form

Procedure

Signature/Date

Conduct interviews with students involved in the bullying incident

Conduct teacher interviews

Additional items:

Step Four: Decision Making & Follow-Up

Tools:

Investigation Decision Making Form

Consequences and Supports Form

Follow Up Form

Procedure**Signature/Date**

Determine if the incident is considered bullying using the investigation decision making worksheet

If the incident is bullying and constitutes harassment of a student who is part of a protected class, please see <https://dpi.wi.gov/sped/pupil-nondiscrimination> for additional resources

Establish an action plan using the consequences and supports document

After two weeks, hold a follow-up meeting to discuss the case using the follow-up worksheet

Additional items: