

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 prepared and sent to Office of School Safety, 4600 River Rd. 3rd Floor, attention David Malveaux, where they will be placed in a repository of all JPPSS bullying investigations.