

Bullying/Cyberbullying/Hazing Investigation

(please make a copy and fill out)

Administrator Response Checklist & Parent Communication Plan

Incident Information

- ☐ Date Report Received: _____
- ☐ Reported By: _____
- ☐ School Designee: _____
- ☐ Incident Number: _____
- ☐ Type of Incident
 - ☐ Bullying
 - ☐ Cyberbullying
 - ☐ Hazing
 - ☐ Retaliation
 - ☐ Abusive Conduct
- ☐ Anonymous Report
- ☐ SafeUT Report
- ☐ Staff Report
- ☐ Parent Report
- ☐ Student Report

Immediate Safety Assessment

Determine Immediate Risk

- ☐ Student currently safe
- ☐ Medical attention needed
- ☐ Threat of further harm
- ☐ Suicide concern identified
- ☐ Law enforcement notification required
- ☐ OCR/Civil Rights concern identified

If there is an immediate threat, parent notification occurs before the end of the school day.

Investigation Checklist

Interviews Completed

Targeted Student

- ☐ Interview completed
- ☐ Date _____

Alleged Student Responsible

- ☐ Interview completed
- ☐ Date _____

Witnesses

- ☐ Witness #1
- ☐ Witness #2
- ☐ Witness #3

Parents Contacted During Investigation (if needed)

- ☐ Parent of Targeted Student
- ☐ Parent of Alleged Student

Evidence Reviewed

- ☐ Video
 - ☐ Photos
 - ☐ Social Media
 - ☐ Email
 - ☐ Text Messages
 - ☐ Notes
 - ☐ Graffiti
 - ☐ Other _____
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Documentation

Administrator documented:

- ☐ Date/time of interviews
 - ☐ Individuals interviewed
 - ☐ Evidence reviewed
 - ☐ Confidentiality explained
 - ☐ Written investigation completed
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Parent Notification Checklist

Initial Parent Contact

Targeted Student

Date: _____

Time: _____

Method

- ☐ Phone
- ☐ Voicemail
- ☐ Email
- ☐ In Person

Administrator: _____

Student Alleged to Have Caused Incident

Date: _____

Time: _____

Method

- ☐ Phone
- ☐ Voicemail
- ☐ Email
- ☐ In Person

Administrator: _____

Investigation Outcome

- ☐ Unsubstantiated
- ☐ Insufficient Evidence
- ☐ Verified

Date Investigation Closed: _____

If Verified

Factors Considered

- ☐ Age/development
 - ☐ Severity of harm
 - ☐ Surrounding circumstances
 - ☐ Previous incidents
 - ☐ Relationship between students
 - ☐ School disruption
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Action Plan

Student Who Was Targeted

Safety Measures

- ☐ Increased supervision
- ☐ Check-in/check-out
- ☐ Counselor support
- ☐ Schedule adjustments (if requested)
- ☐ Safe adult identified
- ☐ No-contact plan
- ☐ Other _____

Support Services

- ☐ Counseling
 - ☐ Social work
 - ☐ Academic supports
 - ☐ Community referral
 - ☐ Other _____
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Student Who Caused the Incident

Accountability

- ☐ Warning
- ☐ Behavior contract
- ☐ Restorative practice (with parent consent)
- ☐ Lunch detention
- ☐ School detention
- ☐ Suspension
- ☐ Other discipline

Skill Building

- ☐ Counseling
- ☐ Social skills instruction
- ☐ Behavior intervention
- ☐ Check-in/check-out
- ☐ Parent conference
- ☐ Other _____

Parent Communication Plan

Parents of Targeted Student

Date	Method	Information Shared	Next Follow-up
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Parents of Student Who Caused Incident

Date	Method	Information Shared	Next Follow-up
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Follow-Up Checklist

After Investigation

- ☐ Parents notified of investigation outcome
- ☐ Appeal process explained
- ☐ Safety plan reviewed
- ☐ Staff informed on need-to-know basis
- ☐ Counseling referrals completed
- ☐ Behavior supports initiated
- ☐ Incident entered into SIS
- ☐ Documentation filed

30-Day Follow-Up

Targeted Student

- ☐ Student reports feeling safe
- ☐ No retaliation observed
- ☐ Additional supports needed

Student Responsible

- ☐ Behavior improving
 - ☐ No repeat incidents
 - ☐ Intervention plan reviewed
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Case Closure

- ☐ Action plan completed
- ☐ Parents informed
- ☐ Documentation complete
- ☐ Case closed

Administrator Signature _____

Date _____

Suggested Parent Communication Timeline

Timeline

Parent Communication

Day 0	Notify parents that a report has been received and the school is investigating. If there is an immediate safety concern, contact before the end of the school day.
Within 1–3 school days	Provide an update that interviews and evidence review are underway (without sharing confidential student information).
At investigation conclusion	Inform parents whether the allegation was substantiated or unsubstantiated, explain available appeal procedures, and describe any safety measures or supports that will be implemented, consistent with FERPA.
Weekly (as needed)	Update parents on implementation of the action plan and student safety if the incident was verified.
30-day review	Follow up with parents to confirm the effectiveness of the safety and support plan and determine whether additional interventions are needed.