



DISTRICT SCHOOL BOARD OF PASCO COUNTY BULLYING AND HARASSMENT INVESTIGATION CHECKLIST

MIS Form #410
Rev. 1/17

The appropriate administrator must complete the investigation within 10 school days of the initial alleged incident.

Investigative Steps (Use back for additional comments if needed)	Date	Initials
1. Determine if the reported bullying/harassment incident impacts the campus or school safety.		
2. Conduct interviews separately regarding the facts of the case. If appropriate, have alleged victim, witness(es) and alleged perpetrator complete written statements in response to the complaint.		
3. Consider issues of ELL, race, gender, and/or disability for all parties involved, as they may apply.		
4. Determine if allegation is: <input type="checkbox"/> substantiated or <input type="checkbox"/> unsubstantiated		
5. Make a recommendation of immediate steps necessary to stop the behavior of concern.		
6. Refer involved parties for appropriate interventions as needed (ex: school-based problem solving team, Student Support Services assistance, Employee Assistance Program)		
7. On the same day an investigation of the incident has been initiated: Parent notification consistent with FERPA via telephone or first-class mail for all students known to be involved in the incident. Parent notification for the student who was bullied or harassed will include actions being taken to protect the child.		

Administrator: Complete the following information and give to the staff member responsible for entry of discipline data into MyStudent. Provide a copy to the principal. A single incident involving multiple students is entered into TERMS as 1 event. **Documentation of response to the alleged incident must be retained along with this form.**

Date and Time of Incident _____ Date Report Received by School _____

Reported by _____

(Alleged) Victim Student ID# _____ (Alleged) Perpetrator Student ID# _____

Allegation of: Bullying Harassment Sexual Harassment Other (specify) _____

Relationship of Student Reported to Have Been Bullied or Harassed to the Alleged Perpetrator:

Attend same school Attend different schools Non-student perpetrator Unknown perpetrator

When/Context: Instructional time Transition time Bus ride During school-sponsored activity
 Non-school sponsored activity

Location: School Grounds Off Campus School Transportation

Circle One: 1CA Cafeteria 1ME Media 1ST Stadium 1CL Classroom 1OC Outside Class
 2FT Field Trip 1GR Grounds 1OF Office 3SB School Bus (#____) 1GY Gymnasium
 1PL Parking Lot 3BS Bus Stop 1HA Hallway 1PR Playground/ 1LR Locker Room
 1RE Restroom Recess

Involvement Type: Student (S) Non-Student or Unsubstantiated Event (Z) Student and Non-Student (B) Unknown (U)

Incident determined to be: Bullying (BUL) Unsubstantiated Bullying (UBL) Harassment (HAR)

Unsubstantiated Harassment (UHR) Sexual Harassment (SXH) Other _____

Related elements (if applicable): Alcohol-Related Gang-Related Bullying-Related Injury-Related

Hate Crime-Related Weapon-Related Drug-Related

Incident based on: Race Sex Disability Sexual orientation Religion N/A

Recommendations: Assignment of reflective written work Behavioral or student self-improvement agreement Conference with Student Daily/Weekly

Date Investigation Started _____

Date Investigation Completed _____

Administrator's Notes _____

MyStudent Discipline Incident ID Number _____

This form is to be filed in a secure location (not the student cumulative record). Records will be maintained in compliance with federal regulations, the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and all other applicable federal laws, state statutes, State Board of Education Rules, and local School Board policy.