



ALA Bullying, Hazing, Abusive Conduct Investigator Checklist

This checklist is to be used by administrator investigating allegations of bullying, cyber-bullying, hazing, or retaliation. This checklist may be used for both student and employee investigations. The file should be kept separate from personnel or student education files. (Policy number 2020 and 3050)

Complaint:	Respondent(s):
Check and boxes to indicate the type of alleged conduct being investigated: Bullying Cyber bullying Hazing Abusive Conduct Retaliation	
Briefly describe the evidence giving rise to this investigation:	

Indicate the date on which each step of the investigation is completed:

- _____ First notice of conduct or allegations.
- _____ Notify applicable administrator.
- _____ Provide initial supportive measure.
- _____ Create investigation file (electronic and hard copy).
- _____ Compliant received.
- _____ Preserve evidence (video, documents, physical and electronic).
- _____ Interview Complainant.
- _____ Interview parent of Complainant (optional).
- _____ Interview Respondent(s).
- _____ Interview parent of Respondent (optional).
- _____ Interview witnesses.
- _____ Interview other school staff (optional).
- _____ Complete written Report and Decision on shared Google sheets, print, and file.
- _____ Written notice of outcome sent to parties.
- _____ Remedy effects on Complainant (if applicable).
- _____ Disciplinary Action Imposed on Respondent (if applicable).
- _____ Investigation closed