



**Washoe County School District –
Bullying* Incident Investigation Checklist**



1. _____ Bullying* Incident reported on (date): _____.
2. _____ Principal/Designee shall take immediate action to stop the bullying or cyber-bullying and ensure the safety and well-being of the reported target(s).
3. _____ Principal/Designee makes initial determination if the bullying allegation meets WCSD’s “3 Step Criterion.” 1, Harm or Threat of Harm Occurs (Imbalance of Power)/Target is in a Protected Class; 2, Unwelcome; and 3, Severe, Persistent, or Pervasive.
 - a. _____ If **yes** or if you do not have enough information to make a determination, go to step 4.
 - b. _____ If **no**, proceed as you would other behavior/conduct infractions. Provide intervention & discipline student(s) according to WCSD behavior matrix, develop student support plan, enter documentation into IC and call families. *Note: At this point, allegation is coded in IC as an administrative investigation or other depending on discipline, not a bullying investigation.* Make sure to indicate in the comments section that the 3-point criterion was used to determine bullying did not occur.
 - c. **Note regarding Title IX:** If report is an allegation of a violation of Title IX (sex or gender-based harassment, discrimination or violence), the District’s Title IX Coordinator must be notified – titleix@washoeschools.net.
 - d. **Labor Relations:** If allegation is against a staff member, notify Labor Relations.
4. _____ Principal/Designee shall notify the parents/guardians of all involved students that an investigation is being conducted. Such notification may be by telephone, electronic mail or provided in person. Notification must be provided not later than:
 - a. _____ 6:00 p.m. on the day on which the bullying is reported if the bullying is reported before the end of regular school hours on a school day,; or
 - b. _____ 6:00 p.m. on the next school day if the bullying is reported on a day that is not a school day, or after regular school hours on a school day.
5. _____ Bullying Intake & Analysis form must be completed and “bullying” case is opened in IC. Can be initially coded as “administrative investigation – bullying.”
6. _____ Written statements are collected from all involved parties, including witnesses, and interviews conducted by administrator. The parent/guardian(s) of the target(s) and alleged bully(s) shall also be interviewed.
7. _____ The parent/guardian of any students who are interviewed shall be notified.
8. _____ If necessary, contact school police, particularly if a crime may have occurred. However, a concurrent administrative investigation must take place. A police investigation does not remove the requirement that an administrative investigation occur, even if school police determines there was no bullying.
9. _____ Investigation completed on (date): _____.
 - a. _____ Investigation must be concluded not later than 2 school days after the principal/designee first received the report. An additional day is allowed if a person to be interviewed is not available.



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- b. ____ If there has not been a resolution within the 2-3 day timeline, or if circumstances warrant:
 - i. Contact Area Superintendent, Counseling Department, or General Counsel’s Office to determine if support from WCSD’s multi-disciplinary investigation team is needed.
 - ii. Contact all parties involved, including families, and explain the status of the investigation.
- 10. ____ Parent/Guardians shall be contacted by telephone, electronic mail or provided in person.
- 11. ____ Principal/designee shall complete a written report of the findings and conclusions of the investigation. (See Findings template)
- 12. ____ Principal/designee shall fully document findings in IC, to include changing classification of offense (i.e. bullying, sexual harassment), cross-referencing involved students, and properly differentiating between the bully, the target, and witnesses.
- 13. ____ If it is determined that bullying* occurred, accused student is disciplined according to WCSD Behavioral Matrix.
 - a. ____ Student on an IEP - If victim is a student with an identified disability, IEP Team must convene to determine if incident impacted FAPE. It is recommended that the school convene IEP meeting if any involved party has an identified disability.
- 14. ____ Not later than 10 school days after receiving the initial report, the principal/designee shall meet with the reported victim(s) to inquire about his/her well-being and to ensure the reported bullying is not continuing.
- 15. ____ Documentation Requirements
 - a. ____ If Bullying* did occur, the “Bullying Results & Conclusion Form” is completed and emailed to legal@washoeschools.net (or a hardcopy is sent through school mail).
 - b. ____ All pertinent paperwork & evidence are stored in a site file separate from cumulative/IEP/discipline files.

To the best of my knowledge, this checklist and all other necessary paperwork has been completed and sent to respective parties.

Site Administrator

Date

*Any use of the word bullying also pertains to discrimination and harassment investigations



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Allegation Made	Initial Notification 1 st letter/call/IC	Follow-Up 10 th calendar day	Final IC entries	Email Resolution
Description:	Date:	Date:	Date:	Date: