

FLORIDA A&M UNIVERSITY DEVELOPMENTAL RESEARCH SCHOOL

INVESTIGATION STEPS CHECKLIST FORM

The principal/designee or appropriate area/district administrator is encouraged to ask open-ended questions to enable students/employees to describe what happened in their own words. The principal/designee or appropriate area/district administrator will ensure that each student or employee is accorded a safe and respectful environment in which to meet and parties will be interviewed separately.

Steps in the Investigation	Date	Initials
1. Receive and/or complete the FAMU DRS Public Schools Bullying Complaint or Bullying Anonymous Reporting Form. Document reports and interventions in writing and on the specific data system(s). Comments:		
2. Notification of complaint sent <u>in writing</u> to accused and victim [parent(s)/guardian(s)] within 2 school days. Comments:		
3. Interview the complainant within (2) school days (if a student, assure student that his or her name will be kept confidential). Comments:		
4. Interview the suspected victim within two (2) school days. Comments:		
5. Interview the accused within two (2) school days, and have accused prepare a signed written response to the complaint and record receipt. Comments:		
6. Interview any person who witnessed the alleged bullying incident, has knowledge of the incident, or who may have related information. Complete and have this person (s) sign the Bullying Witness Statement. Comments:		
Witness #1 Name: _____ Comments:		
Witness #2 Name: _____ Comments:		
Witness #3 Name: _____ Comments:		
7. Investigation completed within 10 school days of the initial 2 day contact (12 school days total max). Document the finding(s) of the investigation, intervention(s), and any corrective action consistent with the Discipline Matrix, specified data system, any employee collective bargaining agreements or School Board Policies. Comments:		
8. Notify all parties <u>in writing</u> of the final decision within 10 days along with their right to appeal in writing to the Area Superintendent or Executive Leadership Team member within 5 school days. Maintain all documentation on file. Comments:		