

BULLYING INVESTIGATION FORM

Date the alleged incident was reported: _____

Name of person investigating alleged incident(s): _____

Position/title of investigator: _____

Name of complainant/person reporting bullying incident(s): _____

Complainant/reporter is (circle one): Student Parent School employee
Coach/advisor Volunteer Other _____

Name(s) of alleged target(s): _____

Name(s) of alleged bully(ies): _____

Name(s) of potential witnesses: _____

Did the alleged incident(s) occur (check one or more):
 on school property (including a school bus)
 at a school sponsored activity
 through use of technology
 elsewhere

Time and location(s) of incident(s): _____

Does the targeted student have an IEP? Yes No (If yes, refer to plan)

Does the targeted student have a 504 plan? Yes No (If yes, refer to plan)

Is the targeted student in the referral process for either? Yes No
(If yes, specify) _____

If the targeted student receives special services, when were the Special Services Director and/or 504 Coordinator notified of the incident:

Person notified: _____ Date: _____

Does the alleged bully have an IEP? Yes No (If yes, refer to plan)

Does the alleged bully have a 504 plan? Yes No (If yes, refer to plan)

Is the alleged bully in the referral process for either? Yes No
(If yes, specify) _____

If the alleged bully receives special services, when were the Special Services Director and/or 504 Coordinator notified of the incident:

Person notified: _____ Date: _____

Do the school unit's records show prior reports of alleged or substantiated incidents of bullying involving the alleged target or alleged bully? If so, describe the incident(s) and outcome(s): _____

Meeting/interview of student who believes he/she has been bullied, description of alleged incident(s), date(s), and Detail(s): _____

Communications with parent(s) of student who believes he/she has been bullied (date and details): _____

Meeting/interview of alleged bully (bullies) (dates and details): _____

Communications with parent(s) of alleged bully (bullies) (dates and details): _____

Meeting/interview of persons identified as witnesses (dates and summary of information provided): _____

Further evidence of bullying examined (video, photos, email, letters, etc.): _____

Measures taken pending conclusion of the investigation to ensure the safety of the student who believes he/she has been bullied: _____

Safety measures communicated to the parent(S) of the student who believes he/she has been bullied (dates and details): _____

Is the alleged bullying substantiated, i.e., does the alleged conduct meet the definition of bullying as articulated in Board policy? ___ Yes ___ No

Nature of harm incurred:

- ___ Physical harm to student or damage to student's property
- ___ Student's reasonable fear of physical harm or damage to property
- ___ Hostile educational environment
- ___ Infringement of student's rights at school

Conduct resulting in harm (in item above) is on the basis of:

- ___ National origin/ancestry/ethnicity
- ___ Religion
- ___ Physical, mental, emotional or learning disability
- ___ Sexual orientation
- ___ Gender/gender identity/expression
- ___ Age
- ___ Socioeconomic status
- ___ Family status
- ___ Physical appearance
- ___ Weight
- ___ Other distinguishing personal characteristics

Summary of investigation/Explanation of findings:

Recommended disposition:

Disciplinary action – alternative discipline: _____

Disciplinary action – suspension (in-school, out-of-school): _____

Expulsion (recommended for expulsion): _____

Recommendations for support services:

Counseling/referral to services (targeted student): _____

Counseling/referral to services (bully): _____

Recommendation of report to law enforcement? Yes No

Potential criminal violation

Potential civil rights violation

Recommendations in other substantiated bullying situations:

If bully is school employee or administrator, recommendation for action to be taken by the Superintendent (any action must be consistent with collective bargaining agreement or individual contract): _____

If bullying is by another adult person associated with the school (e.g. volunteer, visitor, or contractor): _____

If bullying involves a school-affiliated organization: _____

Signature of investigator: _____

If investigator is not building principal, copy to principal on [_____]

Date

Copy to Superintendent on [_____]

Date

Approved: 2/27/17

