

BULLYING, HARASSMENT, OR INTIMIDATION INCIDENT SCHOOL INVESTIGATION FORM

School Personnel Completing Form: _____ Position: _____

Today's date: ____ / ____ / ____
Month Day Year

School: _____

School System: _____

Person Reporting Incident (From reporting form) Name: _____

Telephone: _____ E-mail: _____

Place an **X** in the appropriate box: ☐ Student ☐ Parent/guardian ☐ Close adult relative
☐ School Staff ☐ Bystander

1. Name of student victim(s): _____ Age: _____ Days absent as a result of the incident: _____
_____ Age: _____ Days absent as a result of the incident: _____
_____ Age: _____ Days absent as a result of the incident: _____

2. Name(s) of alleged witness(s) (If known):	Age	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Name(s) of alleged offender(s) (If known):	Age	School	Is he/she a student?	Days absent due to incident
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

(Please print)

Total number of alleged offenders: _____

INVESTIGATION

4. What actions were taken to investigate this incident? (choose all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Interviewed alleged student victim | <input type="checkbox"/> Interviewed alleged offender's parent/guardian |
| <input type="checkbox"/> Interviewed alleged offender(s) | <input type="checkbox"/> Examined physical evidence |
| <input type="checkbox"/> Interviewed alleged witnesses | <input type="checkbox"/> Reviewed/Obtained copy of police report |
| <input type="checkbox"/> Witness statements collected in writing | <input type="checkbox"/> Conducted student record review |
| <input type="checkbox"/> Interviewed school nurse | <input type="checkbox"/> Examined video evidence |
| <input type="checkbox"/> Reviewed any medical information available | <input type="checkbox"/> Conducted meeting with Resource Officer |
| <input type="checkbox"/> Interviewed teachers and/or school staff | <input type="checkbox"/> Reviewed social media site |
| <input type="checkbox"/> Interviewed student victim's parent/guardian | <input type="checkbox"/> Other (specify) _____ |

5. Why did the harassment, intimidation, or bullying occur (alleged motives)? (choose all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Because of race | <input type="checkbox"/> To impress others |
| <input type="checkbox"/> Because of national origin | <input type="checkbox"/> Just to be mean |
| <input type="checkbox"/> Because of marital status | <input type="checkbox"/> Gang related |
| <input type="checkbox"/> Because of sex | <input type="checkbox"/> Gang recruitment |
| <input type="checkbox"/> Because of sexual orientation | <input type="checkbox"/> Human trafficking/Prostitution recruitment |
| <input type="checkbox"/> Because of gender identity | <input type="checkbox"/> Because of another reason (specify) _____ |
| <input type="checkbox"/> Because of religion | |
| <input type="checkbox"/> Because of disability | |
| <input type="checkbox"/> Because of physical appearance | |

- ☐ The reason is unknown
- ☐ Determined not to be Bullying
- ☐ Determined not to be Harassment
- ☐ Determined not to be Intimidation

6. Where was the incident reported to have happened (choose all that apply)?

- ☐ On school property
- ☐ At a school-sponsored activity or event off school property
- ☐ On a school bus
- ☐ On the way to/from school*
- ☐ Via Internet- sent on school property
- ☐ Via Internet- sent off school property

*Will be collected unless specifically excluded by local board policy

7. What corrective actions were taken in this case (choose all that apply)?

- ☐ None were required, this was a false allegation
- ☐ None, the incident did not warrant any corrective action
- ☐ None, no Bullying occurred
- ☐ None, no harassment occurred
- ☐ None, no intimidation occurred
- ☐ None, the alleged incident could not be verified
- ☐ Determined as a conflict and not bullying, harassment or intimidation
- ☐ Student conference
- ☐ Student warning
- ☐ Letter of apology
- ☐ Mediation
- ☐ Counseling
- ☐ Parent letter
- ☐ Parent phone call
- ☐ Parent conference
- ☐ Detention
- ☐ In-school suspension
- ☐ Out-of-school suspension/expulsion
- ☐ Behavior contract
- ☐ Alternative placement/setting
- ☐ Plan of Support to include a "go to" adult in the school
- ☐ Community Service
- ☐ Separation from other student to include transfer or change in schedule
- ☐ Meeting with Resource Officer
- ☐ Referral to Counselor or Therapist
- ☐ Developed template for safety plan
- ☐ Other (specify) _____

8. Did a physical injury result from this incident? Place an **X** next to one of the following:

- ☐ None observed
- ☐ Injury observed
- ☐ Medical documentation provided

9. Was the student victim absent from school as a result of the incident? ☐ Yes ☐ No

If yes, how many days was the student victim absent from school as a result of the incident? _____

10. Additional pertinent information gained during the interview:

(Attach a separate sheet if necessary)

11. Investigator notes:

(Attach a separate sheet if necessary)

Signature: _____ Date: _____

MANDATORY FOLLOW-UP

Date of Two-Week Check-In Conference:

Notes expressed by victim:

Notes expressed by offender:

Signature: _____

Date of Four-Week Check-In Conference:

Notes expressed by victim:

Notes expressed by offender:

Signature: _____