

Holbrook Public Schools

**BULLYING, HARASSMENT, OR INTIMIDATION INVESTIGATION FORM**

Directions: *The Bullying, Harassment or Intimidation Investigation Form* is a tool for school administration or an administrative designee to investigate reports of bullying, harassment or intimidation that have been documented on a *Bullying, Harassment, or Intimidation Reporting Form*. School administration or an administrative designee are to utilize the *Bullying, Harassment, or Intimidation Investigation Form* to promptly and appropriately investigate reports of bullying, harassment, or intimidation consistent with due process rights, within two school days after receipt of a reporting form or as timely as possible for school administration or administrative designee.

School Personnel Completing Form: \_\_\_\_\_ Position: \_\_\_\_\_

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year

<b>Person Reporting Incident</b> (From reporting form) Phone: _____ Place an <b>X</b> in the appropriate box: <input type="checkbox"/> Student <input type="checkbox"/> Parent/Caregiver <input type="checkbox"/> Close adult relative <input type="checkbox"/> School Staff <input type="checkbox"/> Bystander	Name: _____ E-mail: _____
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**1. Alleged Targeted student(s)**

Name	Age	IEP Y/N	504 Y/N	Days absent as a result of the incident:

**2. Alleged Offender(s)**

Name	Age:(if known)	School: (if known)	Student Y/N	IEP Y/N	504 Y/N	Days absent as a result of the incident:

**3. Alleged Witnesses**

Name	Age: (if known)

Date Alleged Targeted Student(s) parent/guardian contacted: \_\_\_\_\_

Date Alleged Offender(s) parent/guardian contacted: \_\_\_\_\_

**4. Alleged motive (from reporting form) of the alleged offender(s) as to why the bullying, harassment, and/or intimidation occurred (choose all that apply)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Because of race/ethnicity                    | <input type="checkbox"/> Because of academic performance         | <input type="checkbox"/> Retaliation  |
| <input type="checkbox"/> Because of national origin                   | <input type="checkbox"/> Because of perceived sexual orientation | <input type="checkbox"/> Gang related/Gang recruitment                        |
| <input type="checkbox"/> Because of religion                          | <input type="checkbox"/> Because of gender expression            | <input type="checkbox"/> Human trafficking/Prostitution recruitment           |
| <input type="checkbox"/> Because of sex                               | <input type="checkbox"/> Because of gender identity              | <input type="checkbox"/> Because of another reason not listed (specify) _____ |
| <input type="checkbox"/> Because of immigration status                | <input type="checkbox"/> Because of disability                   | <input type="checkbox"/> The reason is unknown                                |
| <input type="checkbox"/> Because of family/parental or marital status | <input type="checkbox"/> Because of physical appearance          |   |
| <input type="checkbox"/> Because of socio-economic status             | <input type="checkbox"/> To impress others                       |   |
|   | <input type="checkbox"/> Just to be mean                         |   |

**5. Where was the incident reported to have happened (choose all that apply)**

- On school property:  School cafeteria  Classroom  Media center  Office area  Hallway/Stairs/Transitions  
 Playground/Campus  School sponsored after-school program  Lavatory  Locker room/Gym
- On the way to/from school
- On a school bus
- Off school property or at a school-sponsored activity or event
- Digital device on school property  Digital device off school property  Digital device during virtual learning
- Other: \_\_\_\_\_

**6. Investigative Actions:**

**a. Interviews Conducted (check all that apply):**

- Person reporting alleged incident  Alleged targeted student  Alleged offender  Alleged witnesses
- School nurse  SRO/Law enforcement  Alleged targeted student's parent/caregiver
- Alleged offender's parent/caregiver  School staff
- Previously investigated and documented date      /      /       
Month Day Year
- Other (specify) \_\_\_\_\_

**b. Relevant Documentation (check all that apply):**

- Witness statements  Law enforcement documentation  Medical records  Social media sites
- Video evidence  Conducted student record review  Other (specify) \_\_\_\_\_

**7. Outcome of the Investigation (Choose One)**

- It was determined that an incident(s) of bullying, harassment or intimidation has occurred and the appropriate consequences, interventions and supports have been applied based on local school system policies, regulations, and procedures.
- It was determined that it was not an incident of bullying, harassment or intimidation due to a lack of a preponderance of evidence.
- It was determined that this was a false allegation.
- It was determined that the incident could not be verified as bullying, harassment, or intimidation.
- It was determined to be a conflict or other inappropriate behavior, and did not rise to the level of bullying, harassment, or intimidation.

