



BULLYING, HARASSMENT, OR INTIMIDATION INCIDENT SCHOOL INVESTIGATION FORM

Instructions: Upon receipt of *Bullying, Harassment, or Intimidation Reporting Form*, the school principal/designee must promptly conduct an adequate, reliable, and impartial investigation. The investigation must be documented by completing this form. **Complete one form for each student victim.** The school principal/designee will contact the parents/guardians of all students involved in the incident of bullying, harassment, or intimidation within three days of a complaint.

School Personnel Completing Form _____ Position _____
Date ____/____/____

Person Reporting Incident (Name): _____

Telephone: _____ - _____ - _____ E-mail: _____

Check an appropriate box:

Student Parent/Guardian of a student Close adult relative of a student School Staff Bystander

1. Name of alleged student victim _____ Age _____

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

Days absent due to incident _____

How many alleged victims for this incident? _____

2. Name(s) of alleged witness(s) (if known):	Age

3. Name(s) of alleged offender(s) (if known):	Age:	Is alleged offender a student?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Total number of alleged offenders		

4. On what date(s) did the incident happen? ____/____/____ ____/____/____ ____/____/____
Mo./Day/Year Mo./Day/Year Mo./Day/Year

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

- On school property
- At a school-sponsored activity, on a field trip, or event off school property
- On the way to/from school
- Via internet – sent off school property Via internet – sent on school property

6. Check the statement(s) that best describes what happened (choose all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Any bullying, harassment, or intimidation that involves sexual aggression | <input type="checkbox"/> Related to the student's disability |
| <input type="checkbox"/> Getting another person to hit or harm the student | <input type="checkbox"/> Related to the student's perceived sexual orientation |
| <input type="checkbox"/> Teasing, name-calling, making critical remarks, or threatening in person, or by other means | <input type="checkbox"/> Cyberbullying (e.g. Facebook, Twitter, Snapchat, etc.) |
| <input type="checkbox"/> Demeaning and making the victim the object of jokes | <input type="checkbox"/> Electronic communications (e.g. e-mail, text, etc.) |
| <input type="checkbox"/> Making rude and/or threatening gestures | <input type="checkbox"/> Racial Harassment |
| <input type="checkbox"/> Excluding or rejecting the student | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Intimidating, extorting, or exploiting | <input type="checkbox"/> Sexual in nature |
| <input type="checkbox"/> Spreading harmful rumors or gossip | <input type="checkbox"/> Other (specify) _____ |
| | _____ |
| | _____ |

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

- | | |
|--|--|
| <input type="checkbox"/> Because of race | <input type="checkbox"/> Because of physical or mental disability |
| <input type="checkbox"/> Because of sexual orientation | <input type="checkbox"/> Because of ethnicity |
| <input type="checkbox"/> Because of color | <input type="checkbox"/> Because of poverty/socioeconomic status |
| <input type="checkbox"/> Because of ancestry | <input type="checkbox"/> Because of language |
| <input type="checkbox"/> Because of national origin | <input type="checkbox"/> To impress others |
| <input type="checkbox"/> Because of religion | <input type="checkbox"/> Just to be mean |
| <input type="checkbox"/> Because of sex | <input type="checkbox"/> Because of immigration status |
| <input type="checkbox"/> Because of gender | <input type="checkbox"/> Because of another reason (specify) _____ |
| <input type="checkbox"/> Because of gender identity | <input type="checkbox"/> Determined not to be bullying |
| <input type="checkbox"/> Because of gender expression | <input type="checkbox"/> Determined not to be harassment |
| <input type="checkbox"/> Because of family/parental/marital status | <input type="checkbox"/> Determined not to be intimidation |
| <input type="checkbox"/> Because of age | <input type="checkbox"/> The reason is unknown |

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

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

9. What corrective actions were taken in this case? (choose all that apply; include narrative on separate sheet if necessary)

- | | |
|---|--|
| <input type="checkbox"/> None were required, this was a false allegation | <input type="checkbox"/> Parent letter |
| <input type="checkbox"/> None, the incident did not warrant any corrective action | <input type="checkbox"/> Parent phone call |
| <input type="checkbox"/> None, no bullying occurred | <input type="checkbox"/> Parent conference |
| <input type="checkbox"/> None, no harassment occurred | <input type="checkbox"/> Detention |
| <input type="checkbox"/> None, no intimidation occurred | <input type="checkbox"/> In-school suspension |
| <input type="checkbox"/> None, the alleged incident could not be verified | <input type="checkbox"/> Out of school suspension |
| <input type="checkbox"/> Determined as a conflict and not bullying, harassment, or intimidation | <input type="checkbox"/> Expulsion |
| <input type="checkbox"/> Student conference | <input type="checkbox"/> Behavior contract |
| <input type="checkbox"/> Student warning | <input type="checkbox"/> Plan of Support to include a "go to" adult in the school |
| <input type="checkbox"/> Letter of apology | <input type="checkbox"/> Community service |
| <input type="checkbox"/> Mediation | <input type="checkbox"/> Separation from other student to include transfer or change in schedule |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Referral to Counselor or Therapist | _____ |

