Iredell-Statesville Schools
Bullying Incident School Investigation Form

School: _____ Today's Date: _____

Person Completing Form: _____ Position:_____

Person Reporting Incident:
Name: _____

Email:_____ Phone:_____

☐ Student ☐ Parent/Guardian ☐ Close Adult Relative ☐ School Staff

1. Name of student victim: _____ Age: _____ EC/504: _____

2. Days absent as a result of the incident: _____

3. Name(s) of alleged offender(s) (if known). Total number of alleged offenders: ____

Name	Age	School	Are they a student?	Days Absent due to incident

INVESTIGATION

1. What actions were taken to investigate the incident? (Check all that apply)

☐ Interviewed student victim ☐ Interviewed alleged offender(s) ☐ Interviewed witnesses ☐ Witness statements collected in writing ☐ Interviewed school nurse ☐ Reviewed any other medical information available ☐ Other (specify) _____	☐ Interviewed teachers and/or school staff ☐ Interviewed student victim's parent/guardian ☐ Interviewed alleged offenders parent/guardian ☐ Examined physical evidence ☐ Conducted student record review ☐ Obtained copy of police report

2. Why did the harassment or intimidation(bullying) occur (alleged motives)? (Check all that apply)

☐ Because of race ☐ Because of national origin ☐ Because of marital status ☐ Because of sex ☐ Because of sexual orientation ☐ Because of gender identity ☐ Other (specify) _____	☐ Because of disability ☐ Because of religion ☐ Because of physical appearance ☐ To impress others ☐ Just to be mean ☐ The reason is unknown

3. What corrective actions were taken in this case? (Check all that apply)

☐ None. False Allegation ☐ None. The incident did not warrant corrective action ☐ Student conference ☐ Student warning ☐ Letter of apology ☐ Mediation ☐ Counseling ☐ Other (Specify) _____	☐ Parent letter ☐ Parent phone call ☐ Parent conference ☐ Detention ☐ In-School Suspension ☐ Out-of-School Suspension/Expulsion • Date: _____

4. Parent Contacted? _____ Date: _____
5. Additional pertinent information gained during the interview:

6. Did a physical injury result from this incident?

   _____ No

   _____ Yes, but it did not require medical attention

   _____ Yes, and it required medical attention

7. Was the student (victim) absent as a result of the incident? _____
8. Investigator's Notes:

Signature: _____ Date: _____

FOLLOW-UP

Two-week follow-up conducted by _____ on _____(date) Notes: Signature: _____ Date:_____
Four-week follow-up conducted by_____ on _____ (date) Notes: Signature: _____ Date:_____