Fort Worth ISD | Student Discipline and Placement
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Fort Worth INDEPENDENT SCHOOL DISTRICT

Administrator Bullying Incident Investigation Form

Reference: Board Policy FFI (Local) – Freedom from Bullying

Date of Alleged Incident Reported:

Administrator(s):

Initial Notification:

I. **Alleged Victim:** The parent/guardian of the alleged victim must be notified within three school days after receiving report of an alleged bullying incident.

Date of Parent Communication:

Method of Communication:

Notes:

II. **Alleged Bully:** The parent/guardian of the alleged bully must be notified within a reasonable time after receiving the report of the alleged bullying incident.

Date of Parent Communication:

Method of Communication:

Notes:

III. **Interim Action:** The administrator takes necessary immediate action to ensure the safety of the alleged victim during the investigation and documents the action(s) taken.

IV. **Conferences:** The administrator should document all parties involved, including names and the date they were interviewed. Attach all written statements or notes to this form.

Alleged Victim Name:

Date:

Alleged Bully Name:

Date:

Witness 1 Name:

Date:

Witness 2 Name:

Date:

Witness 3 Name:

Date:

Witness 4 Name:

Date:

V. Additional Documents: Please indicate any additional documentation that was used (e.g., documents reviewed, video reviewed, etc. – include all other evidence with this form.)

VI. Prior Incidents

Are there any prior documented incidents by the alleged bully?

If yes, have previous incidents involved the same alleged victim(s)?

Did any of the previous incidents result in findings of bullying or Prohibitive conduct, such as sexual harassment, harassment, dating Violence, sexual violence/assault, or retaliation?

Date Investigation Started:

Date Investigation Completed:

Investigations should be completed within ten school days from the date of the alleged report of bullying is made. If additional time is needed, please document the reason for an extension.

Conclusions:

I. **Evaluation:** Based on the investigation, answer the following questions to determine whether bullying, as defined by law and policy, occurred.

A. Did a student or group of students engage in the following?

- ☐ A single significant act
- ☐ A pattern of acts

B. Did the alleged bully engage in the alleged behavior?
If yes, please check which kind of behavior occurred.

☐ Written ☐ Verbal ☐ Electronic* ☐ Physical

C. Did the behavior exploit an imbalance of power?

D. Did the behavior occur in one of the locations below?
If yes, please check the applicable location.

- ☐ On school property or at a school-sponsored activity
- ☐ Delivered to school property or to a school-sponsored activity
- ☐ On a publicly or privately-owned school bus or vehicle used for the transportation of students to/from school or a school-sponsored activity
- ☐ Cyberbullying off school property or outside of a school-sponsored activity, ONLY IF the cyberbullying:
  - ☐ interfered with the alleged victim's education opportunities; or
  - ☐ substantially disrupted the orderly operation of a classroom, school, or school-sponsored activity

E. Did the behavior result in any of the following?

- ☐ Physically harmed or will physically harm the alleged victim
- ☐ Damage to or will damage the alleged victim's property
- ☐ Placed or will place the alleged victim in reasonable fear/harm of his/her person or property
- ☐ Sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the alleged victim
- ☐ Material and substantial disruption to the educational process or the orderly operation of a classroom or school. Infringement of the rights of the alleged victim at school

If you answered **YES** to questions 1(A)-(E), bullying, as defined by law and policy, has occurred.

If you answered **NO** to any of the questions, bullying, as defined by law and policy, has not occurred.

II. Findings

Based on my investigation, I conclude that bullying, as defined by law and FWISD policy:

☐ has occurred.

☐ has not occurred.

III. Notification of Findings: Administrators should document any communication with the parent/guardian of the alleged victim and alleged bully.

Parent/Guardian of Alleged Victim:

Date of Communication:

Method of Communication:

Notes:

Parent of the Alleged Bully:

Date of Communication:

Method of Communication:

Notes:

IV. Action Taken: Check the corrective action(s)/consequence(s)/support(s) for the bully.

- ☐ Parent Contact
- ☐ Referred to Counselor
- ☐ Referred to Intervention Specialist
- ☐ ISS
- ☐ OCI
- ☐ OSS
- ☐ Administrative Transfer Submitted
- ☐ Student Support Plan
- ☐ Referred for a DEAP
- ☐ Schedule Adjustment
- ☐ Stay Away/Cease & Desist
- ☐ Diversionary Action plan
- ☐ Referred for Restorative Conference
- ☐ Other:

V. Support for the Victim: Check the supports that were made available for the victim.

- ☐ Counseling/Intervention Follow-Up
- ☐ Request for Schedule Adjustment
- ☐ Parent Contact
- ☐ Student Support Plan
- ☐ Request Administrative Transfer
- ☐ Assign a Mentor

VI. Notification of Counseling Options

Victim (Date):

Bully (Date):

Witnesses (Date):

VII. Safety Plan

Description:

Staff Responsible for Follow Up with Victim:

Date for Scheduled Follow Up:

Initial and Date (when completed):

Staff Responsible for Follow Up with Bully:

Date for Scheduled Follow Up:

Initial and Date (when completed):

VIII. Notification

Parent/Guardian Updates:

Report Forwarded to School Leadership Executive Director (Date):

Report Forwarded to Counseling/Intervention Services Office (Date):

Reporting Administrator Signature Title Date

** This includes the use of electronic communications, including cellular or other telephone, computer, camera, e-mail, instant-messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.*

*** Please refer to Board Policy FDB (Legal) related to required or discretionary transfers related to bullying.*

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