SAN BENITO SCHOOLS

SIX STEP ANALYSIS TO SEE IF BULLYING/HARASSMENT OCCURRED

A. Reported Conduct

The conduct reported was (check all that apply):

□ Written
□ Verbal
□ Physical
□ Electronic

❑ *Yes: Proceed to Section B.*
❑ *No: The reported conduct does not constitute "Bullying" or "Harassment" under District policy. Go directly to Findings and Follow-Up below.*

B. Where did the Reported Conduct Occur

The reported conduct or expression occurred, in whole or in part:

□ on school property,
□ at a school-sponsored or school-related activity,
□ or in a vehicle operated by the District.

❑ *Yes: Proceed to Section C.*
❑ *No: The reported conduct does not constitute "Bullying" or "Harassment" under District policy. Go directly to Findings and Follow-Up below.*

C. Accuracy of Allegations

As a result of my administrative investigation, I concluded that the allegations of bullying or harassing conduct are substantially accurate.

❑ *Yes: Proceed to Section D.*
❑ *No: The reported conduct does not constitute "Bullying" or "Harassment" under District policy. Go directly to Findings and Follow-Up below.*

D. Educational Effect

The reported conduct interfered with the Target Student's education or substantially disrupted the operation of the school.

❑ *Yes: Proceed to Section E.*
❑ *No: The reported conduct does not constitute "Bullying" or "Harassment" under District policy. Go directly to Findings and Follow-Up below.*

E. Specific Effects

As a result of my administrative investigation, I concluded that the reported conduct had the following effect(s):

- □ The Target Student was, or will be, physically harmed
- □ The Target Student's property was, or will be, damaged
- □ The Target Student had or has a reasonable fear of damage to self or property
- □ It is sufficiently severe, persistent or pervasive enough that it (check all that apply):
    - adversely affected the Target Student, or interfered with the Target Student's education or academic performance
    - created an intimidating, threatening, or abusive educational environment for the Target Student.

- ❑ *Yes: If any of these boxes are checked "Yes" proceed to Section F.*
- ❑ *No: If none are checked, the reported conduct does not constitute "Bullying" or "Harassment." Go directly to Findings and Follow-Up below*.

F. Motivation

□ As a result of my investigation, I concluded that the reported conduct was based on the Target Student's race, color, religion, sex, gender, national origin, or disability.

If this box is checked, the reported conduct is considered "Harassment" under District policy FFH.

□ As a result of my investigation, I concluded that the reported conduct exploited an imbalance of power between the Student Perpetrator(s) and the Target Student.

If this box is checked, the reported conduct is considered "Bullying" under District policy FFI.

If both boxes are checked, the conduct is considered both "Bullying" and "Harassment" under District policy.

If neither box is checked, the reported conduct is not considered "Bullying" or "Harassment" under District policy.

FINDINGS AND FOLLOW-UP: Whether or not the reported conduct constitutes bullying, the District should seek to protect all parties from improper conduct and from any retaliation as a result of good faith reporting and/or participation in the investigation of the conduct alleged. Remember to record the determination in the completed Administrative Investigation Report.

If the Conduct is Determined NOT to Constitute Bullying Under Policy FFI: The District should take appropriate actions, if any, considered necessary, in accordance with District policy and the Student Code of Conduct. The parents of the alleged Perpetrator and alleged Target Student should be notified of the investigation findings.

If the Conduct is Determined to Constitute Bullying or Harassment, the District Should Take Appropriate Action(s) as Documented in the Administrative Investigation Report. For suggested actions to address bullying and/or harassment, see the Ideas and Strategies to Address Bullying/Harassment provided with this Toolkit. The parents of the alleged Perpetrator and alleged Target Student should be notified of the investigation findings.