BULLYING INVESTIGATION AND RESPONSE FORM

Date the alleged incident of bullying was reported: _____

Name of person investigating alleged incident(s): _____

Position/title of investigator: _____

Name of person reporting bullying incident(s): _____

Person reporting is (circle one) Student Parent School employee
Coach/advisor Volunteer Other _____

Name(s) of alleged target: _____

Name(s) of alleged bully (bullies): _____

Name(s) of potential witnesses: _____

Where did the alleged incident(s) occur (check one or more):

☐ on school property
☐ on school bus
☐ at a school sponsored activity
☐ through use of technology ☐ at school ☐ off-campus
☐ elsewhere (be specific)

Date, time and location(s) of incident(s): _____
_____
_____

Does targeted student have an IEP? ☐ Yes ☐ No (If yes, refer to plan.)

Does targeted student have a 504 plan? ☐ Yes ☐ No (If yes, refer to plan.)

Is the targeted student in the referral process for either? ☐ Yes ☐ No
(If yes, specify) _____

If the targeted student receives special services, when were Special Services Director and/or 504 Coordinator notified of the incident:
Person notified: _____ Date: _____

Does alleged bully have an IEP? ☐ Yes ☐ No (If yes, refer to plan.)

Does alleged bully have a 504 plan? ☐ Yes ☐ No (If yes, refer to plan.)

Is the alleged bully in the referral process for either? ☐ Yes ☐ No
(If yes, specify) _____

If the alleged bully receives special services, when were Special Services Director and/or 504 Coordinator notified of the incident:
Person notified: _____ Date: _____

Do school unit's records show prior reports of alleged or substantiated incidents of bullying involving the alleged target or alleged bully? If so, describe incident and outcome(s):
_____
_____
_____

Meeting/interview of student who believes he/she has been bullied, description of alleged incident(s) (dates and details):
_____
_____
_____

Communications with parents(s) of student who believes he/she has been bullied date(s) and details): _____
_____

Meeting/interview of alleged bully (bullies) (dates and details):
_____
_____
_____

Communications with parent(s) of alleged bully (bullies) (dates and details):
_____
_____
_____

Meeting/interview of persons identified as witnesses (dates and summary of information provided): _____
_____
_____

Further evidence of bullying examined (videos, photos, email, letters, etc.):
_____
_____
_____

Measures taken pending conclusion of the investigation to ensure the safety of the student who believes he/she has been bullied: _____
_____
_____

Safety measures communicated to parents) of student who believes he/she has been bullied (date and details):_____
_____

Is the alleged bullying substantiated, i.e. does the alleged conduct meet the definition of bullying as articulated in Board policy? ☐ Yes ☐ No

Nature of harm incurred:
- ☐ Physical harm to student or damage to student's property
- ☐ Student's reasonable fear of physical harm or damage to property
- ☐ Hostile educational environment
- ☐ Infringement of student's rights at school

Conduct resulting in harm (in item above) is on the basis of:
- ☐ National origin/ancestry/ethnicity
- ☐ Religion
- ☐ Physical, mental, emotional or learning disability
- ☐ Sex
- ☐ Sexual orientation
- ☐ Gender/gender identity/expression
- ☐ Age
- ☐ Socioeconomic status
- ☐ Family status
- ☐ Physical appearance
- ☐ Weight
- ☐ Other distinguishing personal characteristics
- ☐ Other (explain) _____

Summary of investigation/Explanation of findings:
_____
_____

Recommended disposition:

Disciplinary action - alternative discipline: _____
Disciplinary action – suspension (in-school, out-of-school) _____
Expulsion (recommended for expulsion) _____

Recommendations for support services:

Counseling/referral to services (targeted student) _____
Counseling/referral to services (bully) _____

Recommendation to report to law enforcement? ☐ Yes ☐ No
☐ Potential criminal violation ☐ Potential civil rights violation

Recommendations in other substantiated bullying situations:

If bully is school employee or administrator, recommendation for action to be taken by Superintendent (any action must be consistent with collective bargaining agreement or individual contract):_____
_____
_____

If bullying is by another adult person associated with the school (e.g., volunteer, visitor, or contractor):_____
_____
_____

If bullying involves a school-affiliated organization: _____
_____
_____

Signature of investigator: _____
If investigator is not building principal, copy to principal on [date]_____

Copy to Superintendent on [date]_____

ACTIONS TAKEN BY PRINCIPAL

The student received/will receive the following discipline actions (consequences):

☐ Alternative Discipline
☐ Detention
☐ Weekend Detention
☐ In-school suspension
☐ Out-of-school suspension
☐ Expulsion/Recommended for expulsion

Alternative discipline imposed for this student (if applicable):

☐ Meeting with the student and the student's parent(s) or guardian(s)
☐ Reflective activities, such as requiring the student to write an essay about the student's misbehavior
☐ Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option
☐ Counseling
☐ Anger management
☐ Health counseling or intervention
☐ Mental health counseling
☐ Participation in skills building and resolution activities, such as social/emotional/cognitive skill building resolution circles and restorative conferencing
☐ Community service

Referral to law enforcement? ☐ Yes ☐ No

Written notice has been provided to parent(s)/guardian(s) of the student who has been found to have engaged in bullying, including the process for appeal.

Written notice of the findings of the investigation has also been provided to the parent(s)/guardian(s) of the student who has been found to be bullied.

Notification sent by principal: [Date]_____

Copy to Superintendent: [Date]_____

APPEAL OF PRINCIPAL'S DECISION

Date appeal submitted: _____

All appeals to the Superintendent must be submitted, in writing, to the Central Office within 14 calendar days of the building principal's decision. The Superintendent's decision shall be final.

Superintendent's decision: _____
_____

Date parent(s)/guardian(s) notified of Superintendent's decision: _____

ACTIONS TAKEN BY THE SUPERINTENDENT

☐ Recommendation to Board for student expulsion

☐ Action on student/parent appeal of principal's decision
_____
_____

☐ Action taken against employee: (If confidential employment action, in personnel file)
_____
_____

☐ Recommendation to Board for suspension/revocation of sanctioning/approval of school-affiliated organization

☐ Other: _____
_____

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