

BULLYING, HARASSMENT, OR INTIMIDATION INVESTIGATION FORM

Directions: *The Bullying, Harassment or Intimidation Investigation Form* is a tool for school administration or an administrative designee to investigate reports of bullying, harassment or intimidation that have been documented on a *Bullying, Harassment, or Intimidation Form*. School administration or an administrative designee are to utilize the *Bullying, Harassment, or Intimidation Investigation Form* to promptly and appropriately investigate reports of bullying, harassment, or intimidation consistent with due process rights, within two school days after receipt of a reporting form or as timely as possible for school administration or administrative designee.

School Personnel Completing Form: _____ Position: _____

Today's date: _____ / _____ / _____ School: _____
Month Day Year

Person Reporting Incident (From reporting form) Name: _____
 Phone: _____ E-mail: _____
 Place an **X** in the appropriate box:
 Student Parent/Caregiver Close adult relative School Staff Bystander

1. Alleged Targeted student(s)

Name	Age	IEP Y/N	Days absent as a result of the incident:

2. Alleged Offender(s)

Name	Age: (if known)	School (if known)	Student Y/N	IEP Y/N	Days absent as a result of the incident:

3. Alleged Witnesses

Name	Age: (if known)

4. Investigative Actions:

a. Interviews Conducted (check all that apply):

- Person Reporting Alleged Incident Alleged Targeted student Alleged Offender Alleged Witnesses
- School Nurse SRO/Law Enforcement Alleged Targeted student's parent/caregiver
- Alleged Offender's parent/caregiver School Staff
- Previously Investigated and Documented Date ___/___/___
Month Day Year
- Other (specify) _____

b. Relevant Documentation (check all that apply):

- Witness Statements Law Enforcement Documentation Medical Records Social Media Sites
- Video Evidence Conducted student record review Other (specify) _____

5. Alleged motive as to why the bullying, harassment, intimidation, occurred (choose all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Because of race/ethnicity | <input type="checkbox"/> Because of perceived sexual orientation | <input type="checkbox"/> Human trafficking/Prostitution recruitment |
| <input type="checkbox"/> Because of national origin | <input type="checkbox"/> Because of gender expression | <input type="checkbox"/> Because of another reason (specify) _____ |
| <input type="checkbox"/> Because of religion | <input type="checkbox"/> Because of gender identity | <input type="checkbox"/> The reason is unknown |
| <input type="checkbox"/> Because of sex | <input type="checkbox"/> Because of disability | <input type="checkbox"/> Determined not to be Bullying |
| <input type="checkbox"/> Because of immigration status | <input type="checkbox"/> Because of physical appearance | <input type="checkbox"/> Determined not to be Harassment |
| <input type="checkbox"/> Because of family/parental or marital status | <input type="checkbox"/> To impress others | <input type="checkbox"/> Determined not to be Intimidation |
| <input type="checkbox"/> Because of socio-economic status | <input type="checkbox"/> Just to be mean | |
| <input type="checkbox"/> Because of academic performance | <input type="checkbox"/> Retaliation | |
| | <input type="checkbox"/> Gang related/Gang recruitment | |

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

- On School Property: School Cafeteria Classroom Media Center Office Area Hallway/Stairs/Transitions Playground/Campus School Sponsored After School Program Lavatory Locker room/Gym
- On the way to/from school
- On a school bus
- Off school property or at a school-sponsored activity or event
- Digital Device on School Property Digital Device Off School Property Digital Device During Virtual Learning
- Other: _____

7. Outcome of the Investigation

- It was determined that an incident(s) of bullying, harassment or intimidation has occurred and the appropriate consequences, interventions and supports have been applied based on local school system policies and procedures.
- It was determined **not** to be bullying, harassment or intimidation due to a lack of a preponderance of evidence.
- This has been identified as a false allegation.
- The alleged incident could not be verified as bullying, harassment, or intimidation.
- Determined as a conflict or other inappropriate behavior, and did not rise to the level of bullying, harassment, or intimidation.

8. Interventions/Supports for Offender(s) (choose all that apply)

- Administrative Conference with student
- Restorative Approach
- Referral to School Counselor or Student Support Team
- Parent-outreach (phone call, email, text message)
- Student/Parent conference
- Detention
- In-school suspension
- Out-of-school suspension
- Behavior contract
- Alternative placement/setting
- Community Service
- Separation from other student to include transfer or change in schedule
- Referral to Law Enforcement
- Consult with IEP Chair
- Other (specify) _____

9. Interventions/Supports for Targeted Student(s) (choose all that apply)

- Plan of Support to include a "go to" adult in the school
- Student/Parent conference
- Referral to Counselor or Therapist
- Parent-outreach (phone call, email, text message)
- School Counseling Supports
- Developed template for safety plan
- Consult with IEP Chair
- Other (specify) _____

10. Did a physical injury result from this incident? Place an X next to one of the following:

- None observed Injury observed Medical documentation provided

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

If yes, how many days was the student victim absent from school as a result of the incident? _____

Signature: _____ Date: _____
(School Administrator or Designee) Month/ Day/ Year

Additional Notes: (Please attach any relevant notes or documentation related to the investigation.)