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 Reporting 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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>IEP Y/N</th>
<th>504 Y/N</th>
<th>Days absent as a result of the incident:</th>
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2. Alleged Offender(s)

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<thead>
<tr>
<th>Name</th>
<th>Age:(if known)</th>
<th>School: (if known)</th>
<th>Student Y/N</th>
<th>IEP Y/N</th>
<th>504 Y/N</th>
<th>Days absent as a result of the incident:</th>
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</thead>
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3. Alleged Witnesses

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<th>Name</th>
<th>Age: (if known)</th>
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4. Alleged motive (from reporting form) of the alleged offender(s) as to why the bullying, harassment, and/or intimidation occurred (choose all that apply)

- Because of race/ethnicity
- Because of national origin
- Because of religion
- Because of sex
- Because of immigration status
- Because of family/parental or marital status
- Because of socio-economic status
- Because of academic performance
- Because of perceived sexual orientation
- Because of gender expression
- Because of gender identity
- Because of disability
- Because of physical appearance
- To impress others
- Just to be mean
- Retaliation
- Gang related/Gang recruitment
- Human trafficking/Prostitution recruitment
- Because of another reason not listed (specify) ____________________________
- The reason is unknown

5. 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: ____________________________

6. 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) ________________________________________________

7. Outcome of the Investigation (Choose One)

- 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, regulations, and procedures.
- It was determined that it was not an incident of bullying, harassment or intimidation due to a lack of a preponderance of evidence.
- It was determined that this was a false allegation.
- It was determined that the incident could not be verified as bullying, harassment, or intimidation.
- It was determined to be a conflict or other inappropriate behavior, and did not rise to the level of bullying, harassment, or intimidation.
8. Interventions/Supports/Corrective Actions for Offender(s) (choose all that apply)
- Administrative conference with student
- Restorative approaches
- Referral to school counselor or Student Support Team
- Parent-outreach (phone call, email, text message)
- Student/Parent conference
- Detention
- In-school suspension
- Short-term Out of School Suspension
- Behavior contract
- Referral for 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)
- Referral to Student Support Team
- Developed a 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

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

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