

# School District

## Bullying/Intimidation/Harassment/Hazing Investigation Form

This form is to be filed in the disciplinary record of each aggressor and added to the file of the target for future reference.

Designated Investigator \_\_\_\_\_

Dates of Investigation: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Person who filed incident report: \_\_\_\_\_

Phone Number: \_\_\_\_ -- \_\_\_\_ -- \_\_\_\_ E-mail Address: \_\_\_\_\_

Reporter status:  Parent  Student  Teacher  Community Member

Other \_\_\_\_\_

### Investigation Check List:

- Review and Attach Incident Report Form
- Review aggressor's discipline and school records
- List incident information: target(s), aggressor(s), date(s), reporter
- Parental Notification: Aggressor(s)
- Parental Notification: Target(s)
- Conduct and record interviews: target, aggressor, and witness
- Conduct and record interviews with other involved parties: nurse, intervening staff, bus driver
- Attach pertinent forms, if applicable:
  - Incident Reporting Form
  - Nurse's report
  - Print-outs of cyber-bullying
  - Copies of other evidence (notes, drawings, pictures, etc.)
  - Police reports
- Investigation Findings

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Incident Information:

Date of Occurrence: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Where did the incident occur?

- On school property – Location: \_\_\_\_\_
- On school bus – Route information: \_\_\_\_\_
- At a school event or off of school property – Location: \_\_\_\_\_
- On the way to/from school – Location: \_\_\_\_\_
- Electronic or on-line: \_\_\_\_\_

Targeted Student: \_\_\_\_\_  
Name                      Grade Level

Aggressor(s): \_\_\_\_\_  
Name    Grade Level

\_\_\_\_\_

Name    Grade Level

\_\_\_\_\_

Name    Grade Level

### Notification:

- Target Student's Parent: \_\_\_\_\_ Ph.: \_\_\_\_\_
- Aggressor's Parent: \_\_\_\_\_ Ph.: \_\_\_\_\_
- Aggressor's Parent: \_\_\_\_\_ Ph.: \_\_\_\_\_

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**Interviews**

Target Interview Date: \_\_\_\_\_

Incident Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many incidents: \_\_\_\_\_ Dates: \_\_\_\_\_

Is the target still in fear of the aggressor?  yes  no

Was there physical injury or fear of physical harm  yes  no

If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Was there property damage?  yes  no

If yes, describe: \_\_\_\_\_

Does the target feel apprehensive about attending school?  yes  no

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Aggressor #1 Interview Date: \_\_\_\_\_

Incident Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Aggressor #2 Interview Date: \_\_\_\_\_

Incident Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Aggressor #3 Interview Date: \_\_\_\_\_

Incident Description: \_\_\_\_\_

\_\_\_\_\_

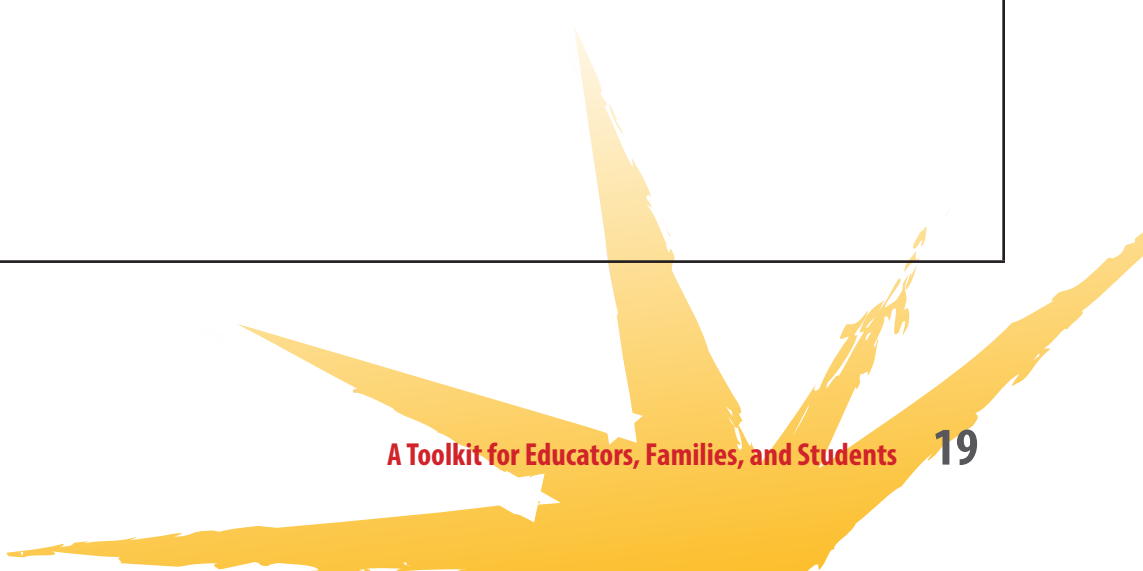
\_\_\_\_\_

Aggressor #4 Interview Date: \_\_\_\_\_

Incident Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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### Determination

#### Check all that apply:

Was there a verbal, written, or physical intentional act or electronic communication?

yes  no \_\_\_\_\_

Did the act interfere with the target's education, performance, physical well being or psychological well-being?

yes  no \_\_\_\_\_

Was the act intentionally threatening or intimidating?  yes  no (describe) \_\_\_\_\_

Did the event occur on school property, at a school sponsored event?  yes  no (where) \_\_\_\_\_

If it occurred outside of those areas, did it disrupt the orderly operation of the school or the target's educational opportunities?  yes  no (explain) \_\_\_\_\_

Was the act in retaliation for reporting an incident of bullying?  yes  no

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Final Determination:

- Incident did NOT meet the standard of bullying, harassment, intimidation or hazing
- Bullying, harassment, intimidation or hazing has occurred
  - Incident will be dealt with by school administration
  - Incident will be reported to police
  - Other: \_\_\_\_\_
- A safety plan will be put in place for the target
- A conduct plan will be put in place for the aggressor
- Other

Investigator: \_\_\_\_\_

Signature

Date

Principal: \_\_\_\_\_

Signature

Date