

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