

School District

Bullying/Intimidation/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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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, intimidation or hazing

Bullying, 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