

BULLYING INVESTIGATION AND RESPONSE FORM

Date the alleged incident of bullying was reported: _____

Name of person investigating alleged incident(s): _____

Position/title of investigator: _____

Name of person reporting bullying incident(s): _____

Person reporting is (circle one) Student Parent School employee
Coach/advisor Volunteer Other _____

Name(s) of alleged target: _____

Name(s) of alleged bully (bullies): _____

Name(s) of potential witnesses: _____

Where did the alleged incident(s) occur (check one or more):

- _____ on school property
- _____ on school bus
- _____ at a school sponsored activity
- _____ through use of technology _____ at school _____ off-campus
- _____ elsewhere (be specific)

Time and location(s) of incident(s): _____

Does targeted student have an IEP? _____ Yes _____ No (If yes, refer to plan.)

Does targeted student have a 504 plan? _____ Yes _____ No (If yes, refer to plan.)

Is the targeted student in the referral process for either? _____ Yes _____ No
(If yes, specify) _____

If the targeted student receives special services, when were Special Services Director and/or 504 Coordinator notified of the incident:

Person notified: _____ Date: _____

Does alleged bully have an IEP? _____ Yes _____ No (If yes, refer to plan.)

Does alleged bully have a 504 plan? _____ Yes _____ No (If yes, refer to plan.)

Is the alleged bully in the referral process for either? ____ Yes ____ No
(If yes, specify) _____

If the alleged bully receives special services, when were Special Services Director and/or 504 Coordinator notified of the incident:

Person notified: _____ Date: _____

Do school unit's records show prior reports of alleged or substantiated incidents of bullying involving the alleged target or alleged bully? If so, describe incident and outcome(s):

Meeting/interview of student who believes he/she has been bullied, description of alleged incident(s) (dates and details):

Communications with parents(s) of student who believes he/she has been bullied date(s) and details): _____

Meeting/interview of alleged bully (bullies) (dates and details):

Communications with parent(s) of alleged bully (bullies) (dates and details):

Meeting/interview of persons identified as witnesses (dates and summary of information provided): _____

Further evidence of bullying examined (videos, photos, email, letters, etc.):

Measures taken pending conclusion of the investigation to ensure the safety of the student who believes he/she has been bullied: _____

Safety measures communicated to parents) of student who believes he/she has been bullied (date and details): _____

Is the alleged bullying substantiated, i.e., does the alleged conduct meet the definition of bullying as articulated in Board policy? ___ Yes ___ No

Nature of harm incurred:

- ___ Physical harm to student or damage to student's property
- ___ Student's reasonable fear of physical harm or damage to property
- ___ Hostile educational environment
- ___ Infringement of student's rights at school

Conduct resulting in harm (in item above) is on the basis of:

- ___ National origin/ancestry/ethnicity
- ___ Religion
- ___ Physical, mental, emotional or learning disability
- ___ Sex
- ___ Sexual orientation
- ___ Gender/gender identity/expression
- ___ Age
- ___ Socioeconomic status
- ___ Family status
- ___ Physical appearance
- ___ Weight
- ___ Other distinguishing personal characteristics
- ___ Other (explain) _____

Summary of investigation/Explanation of findings:

Recommended disposition:

- Disciplinary action - alternative discipline: _____
- Disciplinary action – suspension (in-school, out-of-school) _____
- Expulsion (recommended for expulsion) _____

Recommendations for support services:

Counseling/referral to services (targeted student) _____
Counseling/referral to services (bully) _____

Recommendation to report to law enforcement? ____ Yes ____ No
____ Potential criminal violation ____ Potential civil rights violation

Recommendations in other substantiated bullying situations:

If bully is school employee or administrator, recommendation for action to be taken by Superintendent (any action must be consistent with collective bargaining agreement or individual contract): _____

If bullying is by another adult person associated with the school (e.g., volunteer, visitor, or contractor): _____

If bullying involves a school-affiliated organization: _____

Signature of investigator: _____
If investigator is not building principal, copy to principal on [date] _____

Copy to Superintendent on [date] _____

ACTIONS TAKEN BY PRINCIPAL

The student received/will receive the following discipline actions (consequences):

- Alternative Discipline
- Detention
- Weekend Detention
- In-school suspension
- Out-of-school suspension
- Expulsion/Recommended for expulsion

Alternative discipline imposed for this student (if applicable):

- Meeting with the student and the student's parent(s) or guardian(s)
- Reflective activities, such as requiring the student to write an essay about the student's misbehavior
- Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option
- Counseling
- Anger management
- Health counseling or intervention
- Mental health counseling
- Participation in appropriate social emotional cognitive skill building and resolution and restorative conferencing
- Community service

Referral to law enforcement? Yes No

Written notice has been provided to parent(s)/guardian(s) of the student who has been found to have engaged in bullying, including the process for appeal.

Notification sent by principal: [Date] _____

Copy to Superintendent: [Date] _____

APPEAL OF PRINCIPAL’S DECISION

Date appeal submitted: _____

All appeals to the Superintendent must be submitted, in writing, to the Central Office within 14 calendar days of the building principal’s decision. The Superintendent’s decision shall be final.

Superintendent’s decision: _____

Date parent(s)/guardian(s) notified of Superintendent’s decision: _____

ACTIONS TAKEN BY THE SUPERINTENDENT

____ Recommendation to Board for student expulsion

____ Action on student/parent appeal of principal’s decision

____ Action taken against employee: (If confidential employment action, in personnel file)

____ Recommendation to Board for suspension/revocation of sanctioning/approval of school-affiliated organization

____ Other: _____

Adopted: March 27, 2013
Moved to Administrative Procedure: March 25, 2020