

**EARLY ISD
BULLYING, HARASSMENT OR INTIMIDATION INCIDENT
SCHOOL INVESTIGATION FORM**

School Personnel Completing Form: _____ Position: _____

Today's date: _____ Campus: Choose One _____

Person Reporting Incident (From reporting form)

Name: _____

Telephone: _____ E-mail: _____

Place an **X** in the appropriate box: Student Parent/guardian Close adult relative School Staff

1. Name of student victim: _____ Age: _____ Days absent as a result of the incident: _____

2. Name(s) of alleged offender(s) (If known):	Age	School	Is he/she a student?	Days absent due to incident
_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No	_____
_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No	_____
_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No	_____

Total number of alleged offenders: _____

INVESTIGATION

3. What actions were taken to investigate this incident? (choose all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Interviewed student victim | <input type="checkbox"/> Interviewed alleged offender(s) |
| <input type="checkbox"/> Interviewed witnesses | <input type="checkbox"/> Witness statements collected in writing |
| <input type="checkbox"/> Interviewed school nurse | <input type="checkbox"/> Reviewed any medical information available |
| <input type="checkbox"/> Interviewed teachers and/or school staff | <input type="checkbox"/> Interviewed student victim's parent/guardian |
| <input type="checkbox"/> Interviewed alleged offender's parent/guardian | <input type="checkbox"/> Examined physical evidence |
| <input type="checkbox"/> Conducted student record review | <input type="checkbox"/> Obtained copy of police report |
| <input type="checkbox"/> Other (specify) _____ | |

4. Why did the harassment or intimidation (bullying) occur (alleged motives)? (choose all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Because of race | <input type="checkbox"/> Because of national origin |
| <input type="checkbox"/> Because of marital status | <input type="checkbox"/> Because of sex |
| <input type="checkbox"/> Because of sexual orientation | <input type="checkbox"/> Because of gender identity |
| <input type="checkbox"/> Because of religion | <input type="checkbox"/> Because of disability |
| <input type="checkbox"/> Because of physical appearance | <input type="checkbox"/> To impress others |
| <input type="checkbox"/> Just to be mean | <input type="checkbox"/> Because of another reason (specify) |
| <input type="checkbox"/> Reason is unknown | _____ |

Determination of Findings:

5. What corrective actions were taken in this case (choose all that apply)?

- None were required, this was a false allegation
- None, the incident did not warrant any corrective action
- Student conference
- Student warning
- Letter of apology
- Mediation
- Counseling
- Parent letter
- Parent phone call
- Parent conference
- Detention
- In-school suspension
- Out-of-school suspension/expulsion
- Other (specify) _____

6. Additional pertinent information gained during the interview :

(Attach a separate sheet if necessary)

7. Investigator notes:

(Attach a separate sheet if necessary)

Signature: _____ **Date:** _____