

# BULLYING, HARASSMENT, OR INTIMIDATION INCIDENT SCHOOL INVESTIGATION FORM

School Personnel Completing Form: \_\_\_\_\_ Position: \_\_\_\_\_

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year

**Person Reporting Incident** (From reporting form) Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Place an **X** in the appropriate box ☐ Student ☐ Student (Witness/Bystander) ☐ Parent/guardian ☐ Close adult relative  
☐ School Staff

1. Name of student victim: \_\_\_\_\_ Age: \_\_\_\_\_ Days absent due to this incident: \_\_\_\_\_  
(Please print)

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

(Please print)

Total number of alleged offenders: \_\_\_\_\_

3. Immediate notification of parents/guardians of possible victim & perpetrator ☐ phone ☐ conference ☐ mailed letter

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

## INVESTIGATION

4. Where did the incident happen? ☐ Classroom ☐ Hallway ☐ Restroom ☐ PE/Recess

☐ On school bus ☐ On the way to/from school ☐ On bus ☐ At school-sponsored activity or event

☐ On school computer ☐ On home computer with school related references

☐ Other \_\_\_\_\_

5. What actions were taken to investigate this incident? (Choose all that apply)

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

6. Which statement(s) best describes what happened? ☐ Teasing ☐ Social Exclusion ☐ Threat ☐ Intimidation ☐ Stalking

☐ Physical Violence ☐ Theft ☐ Public Humiliation ☐ Cyber Bullying

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

8. Did physical injury result from this incident? ☐ No ☐ Yes, but did not require medical attention ☐ Yes & required medical attention  
Describe: \_\_\_\_\_

9. 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 \_\_\_\_\_
- ☐ \*Follow-up Parent letter \_\_\_\_\_
- ☐ \*Follow-up Parent phone call \_\_\_\_\_
- ☐ \*Follow-up Parent conference \_\_\_\_\_
- ☐ Detention
- ☐ In-school suspension
- ☐ Out-of-school suspension/expulsion
- ☐ Other (specify) \_\_\_\_\_

10. Additional pertinent information gained during the interview:

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(Attach a separate sheet if necessary)

11. Investigator notes:

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(Attach a separate sheet if necessary)

\*One required

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

