

Bullying, Harassment, or Intimidation Incident & School Investigation Form



DETROIT PUBLIC SCHOOLS

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

School Personnel Completing Form _____ Position _____

Today's date ____/____/____ School _____ Assistant Superintendent _____

Person Reporting Incident Name _____

Telephone _____ - _____ - _____ E-mail _____

Place an X in the appropriate box:

Student student (witness/bystander) Parent/guardian Close adult relative School staff member

1. Name of student victim _____ ID # _____ Age _____
(Please print) (If more than one victim add separate sheet)

Days absent due to incident _____

2. Name(s) of alleged offender(s) (If known). (Please print)	Age	School (if known)	Is he/she a student?		Days Suspended 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	
Total number of alleged offenders					

3. Where did the incident occur? Be specific (i.e., classroom, hallway, cafeteria, playground, bus). _____

4. When did the incident occur? Day: _____ Date: _____ Time: _____ AM/PM

5. What happened? Describe in detail. _____

6. Were there any witnesses? Yes No (Circle one) Provide name(s) and contact information. _____

7. List and attach any evidence of bullying or harassment. (i.e., letters, texts, photos, etc.) _____

8. Have you or the victim been bullied or harassed before by this person? Yes No (Circle one) If so, how many times? _____

9. Have you or the victim been bullied or harassed or witnessed bullying or harassment by this person before? Yes No (Circle One)
If so, how many times? _____

10. Was a report filed for the previous time(s)? Yes No (Circle one) When? _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Complainant/Witness _____

D P S Administrator Signature _____

Date _____

INVESTIGATION

1. Where did the incident happen (choose all that apply)? Date of investigation ____/____/____
- On school property
 - At a school-sponsored activity or event off school property
 - On a school bus
 - On the way to/from school
 - Electronic (email, facebook, twitter, text etc...)
2. Place an X next to the statement(s) that best describes what happened (choose all that apply):
- Any bullying, harassment, or intimidation that involves physical aggression
 - Getting another person to hit or harm the student
 - Teasing, name-calling, making critical remarks, or threatening, in person or by other means
 - Demeaning and making the victim the object of jokes
 - Making rude and/or threatening gestures
 - Excluding or rejecting the student
 - Intimidating (bullying), extorting, or exploiting
 - Spreading harmful rumors or gossip
 - Electronic communication (specify) _____
 - Other (specify) _____
3. What actions were taken to investigate this incident? (choose all that apply)
- | | |
|---|---|
| <input type="checkbox"/> Interviewed student victim | <input type="checkbox"/> Interviewed teachers and/or school staff |
| <input type="checkbox"/> Interviewed alleged offender(s) | <input type="checkbox"/> Interviewed student victim's parent/guardian |
| <input type="checkbox"/> Interviewed witnesses | <input type="checkbox"/> Interviewed alleged offender's parent/guardian |
| <input type="checkbox"/> Witness statements collected in writing | <input type="checkbox"/> Examined physical evidence |
| <input type="checkbox"/> Interviewed school nurse | <input type="checkbox"/> Conducted student record review |
| <input type="checkbox"/> Reviewed any medical information available | <input type="checkbox"/> Obtained copy of police report |
| <input type="checkbox"/> Other (specify) _____ | |
4. Why did the bullying, harassment, or intimidation occur (alleged motives)? (choose all that apply)
- Because of race
 - Because of national origin
 - Because of marital status
 - Because of sex
 - Because of sexual orientation
 - Because of gender identity
 - Because of religion
 - Because of disability
 - Because of physical appearance
 - To impress others
 - Just to be mean
 - Because of another reason (specify) _____
 - The reason is unknown
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)

Individual Completing Form Signature / /
Date

Please submit all Reports of Bullying and Harassment to the Office of Student Code, Risk Management, and the Office of the General Counsel

Office of Student Code (313) 748-6350/51 (313) 596-3691(fax)
Office of Risk Management (313) 873-0880 (313) 873-0872(fax)
Office of the General Counsel (313) 873-4528 (313) 873-4564(fax)