**Investigation Findings/Evidence of Bullying**

***If desired as a guide****: Check both the column on the left and right for all that apply. Note: This section is designed as a tool to assist in identifying the statutory elements of bullying, but is meant only as a guide and in no way is a substitute for the professional discretion and judgment of the administrator.*

|  |  |
| --- | --- |
| **State definition of bullying: O.C.G.A. § 20-2-751.4 and Policy JCDAG** | **Look for:** |
| * Any willful attempt or threat to inflict injury on another with apparent ability to do so | * Describe attempt to injure or threat to injure\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Any intentional display of force that gave victim reason to fear or expect immediate harm | * Describe display of force \_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Was victim in fear? |
| * Any intentional written, verbal or physical act intended to threaten, harass or intimidate | * Describe nature of act\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Physically harmed the student | * Substantial physical injuries * Visible bodily harm * Other:\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Damaged the victim’s property | * Property damage * Other:\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Factors showing student experienced fear or felt threatened, harassed or intimidated | * Excessive emotional behavior * Evidence of anxiety (including physical symptoms) or being nervous and scared * Evidence of internalizing behavior- increased isolation, socially removed * Changes in school attendance: absences, tardies, dismissals * Changes in grades- school performance * Changes in affect * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Interfered substantially with the victim’s educational opportunities | * Changes in school attendance: absences, tardies, dismissals * Missing classes/parts of school day * Changes in grades- school performance * Changes in participation of school activities- athletics, co-curricular, etc. * Avoidance of elements of school day including school bus * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Behavior is:   + Severe   + Persistent   + Pervasive | * List facts surrounding severity\_\_\_\_\_\_ * Involved acts repeated over time * Involved many or multiple acts * Involved several or multiple students * Involved particular group of students |
| * Created an intimidating or threatening educational environment | * Created significant tension between students/others * Students are significantly uncomfortable * Student are hostile in educational environment * Avoidance of school day or classes * Socially maladjusted behavior directed to student(s) * Other:\_\_\_\_\_\_\_\_\_\_\_ |
| * Substantially disrupted the orderly operation of the school | * Significant incident of disruption * Repeated evidence of school disruption * Discipline patterns * Violations of behavioral expectations that result in school disruption * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Included the use of data or software accessed through a computer, computer system, network or other technology of a local system or on school property as defined in Policy JCDAG | Identify at least one bullying component that used electronic medium such as:   * Cell phones * Audio or visual images * Instant messaging/e-mail * Gaming * Social networking * Blogs * Web content * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * If behavior occurred off campus, is there a Nexus to the school environment? | * Is there a likelihood of serious disruption to educational process? * Did student’s behavior materially or substantially interfere with educational process? * If no, may not discipline student but may consider other interventions * If yes, may discipline student and consider other interventions |
| * Factors that may tend to indicate a systemic or group specific problem | * Harassment based on race, color, national origin, gender, sexual orientation or disability * Perceived social status discrepancy among groups * Creation of social isolation among groups * Taunting, tormenting, harassing behavior that is perceived as a power imbalance * Other:\_\_\_\_\_\_\_\_\_\_\_\_ |

**Investigation Determination:**

Based on this investigation, school administration determines the following:

1. In the evidence section above, was there at least one investigation finding of bullying?

* Yes →Proceed to Question #2.
* No →Stop bullying investigation and process as standard discipline investigation. Retain documentation of investigation.

1. Does this investigation conclude that this incident is a single significant (severe) incident?

* Yes →This is a substantiated incident of bullying- proceed to Interventions.
* No → Proceed to Question #3.

1. Does this investigation conclude that this incident is a pattern of incidents (persistent or pervasive)?

* Yes →This is a substantiated incident of bullying- proceed to Interventions.
* No →Stop bullying investigation and proceed as a standard discipline investigation. Retain documentation of investigation.

**Interventions/Consequences (Check/Initial All That Apply):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Victim** | **Perpetrator** | **Intervention/Consequences** | **Notes** |
|  |  | None were warranted/student warning |  |
|  |  | Student conference(s) with administrator |  |
|  |  | Parent conference(s) |  |
|  |  | Teacher notification plan |  |
|  |  | Other school staff notification |  |
|  |  | Positive Behavioral Intervention Plan developed |  |
|  |  | Referral to 504, RTI, special education team |  |
|  |  | Counseling/therapeutic interventions |  |
|  |  | Bullying prevention plan to be developed |  |
|  |  | Follow up/monitoring |  |
|  |  | School bus planning/notification |  |
|  |  | Notify parent/legal guardian (required) |  |
|  |  | Loss of privileges |  |
|  |  | Detention |  |
|  |  | In-school suspension |  |
|  |  | Referral to Alternative Education Setting thru Hearing Officer/Tribunal |  |
|  |  | Referral for long term suspension or expulsion thru Hearing Officer/Tribunal |  |
|  |  | School wide or large group training or education |  |
|  |  | Other (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**BULLYING AND HARASSMENT INVESTIGATION AND SUMMARY FORM**

Additional Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Post-Investigation Actions**

* Complete any remaining items on ***Bullying or Harassment Investigation Checklist***
* Notify victim’s parent/guardian Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Notify perpetrator’s parent/guardian Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Retain documentation for unsubstantiated or substantiated incidents
* Submit any Disciplinary Referrals as warranted