**BULLYING AND HARASSMENT INVESTIGATION AND SUMMARY FORM**

***Note: This checklist is intended as a guideline only and in no way replaces or diminishes the professional judgment and discretion of the administrator or employee(s) participating in any investigation regarding bullying/harassment.***

|  |
| --- |
| Today’s date \_\_\_\_/\_\_\_\_/\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Person Reporting Incident Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone \_\_\_\_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place an ⊗ in the appropriate box:Student Student (witness/friend) Parent/guardian Close adult relative School staff member Other |
| 1. Name of student victim (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_
2. Name of student victim (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Name(s) of alleged perpetrator (s) if known | Age | School (if known) | Is he/she a student? |
|  |  |  | Yes No |
|  |  |  | Yes No |
|  |  |  | Yes No |
|  |  |  | Yes No |

 |

**What potential actions may be taken or were taken to investigate this incident? (Check all that apply and attach any documentation.)**

* Interviewed alleged student victim(s)
* Interviewed alleged perpetrator(s)
* Interviewed witnesses
* Witness statements collected in writing
* Interviewed school nurse
* Interviewed guidance, school psychologist
* Reviewed medical information
* Reviewed bus incident report
* Reviewed social history between parties
* Interviewed teachers and/or school staff: (list names)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Reviewed changes in emotional functioning
* Interviewed alleged student victim’s parent/guardian
* Interviewed alleged perpetrator’s parent/guardian
* Examined physical evidence\_\_\_\_\_\_\_\_\_
* Reviewed academic records\_\_\_\_\_\_\_\_\_
* Reviewed student records\_\_\_\_\_\_\_\_\_\_
* Reviewed student attendance \_\_\_\_\_\_\_
* Reviewed video surveillance:\_\_\_\_\_\_\_\_
* Reviewed electronic content/web content
* Considered history of prior student conflicts and/or problematic behavior
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BULLYING AND HARASSMENT INVESTIGATION AND SUMMARY FORM**

**Alleged Perpetrator #1** Interview Date:\_\_\_\_\_\_ Relationship between the students:\_\_\_\_\_\_\_\_\_\_\_

Description of Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Explanation of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Alleged Perpetrator #2** Interview Date:\_\_\_\_\_\_ Relationship between the students:\_\_\_\_\_\_\_\_\_\_\_

Description of Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Explanation of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BULLYING AND HARASSMENT INVESTIGATION AND SUMMARY FORM**

**Witness/Victim #1** Interview Date:\_\_\_\_\_\_

Description of Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How frequently did incidents occur? (date, time and place):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Did this student play an active role in the incident? Yes or No (circle one)

**Witness/Victim #2** Interview Date:\_\_\_\_\_\_

Description of Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How frequently did incidents occur? (date, time and place):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Did this student play an active role in the incident? Yes or No (circle one)

**Witness/Victim #3** Interview Date:\_\_\_\_\_\_

Description of Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How frequently did incidents occur? (date, time and place):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Did this student play an active role in the incident? Yes or No (circle one)