Date the alleged incident of bullying was reported: ____________________________

Name of person investigating alleged incident(s): ____________________________

Position/title of investigator: _____________________________________________

Name of person reporting bullying incident(s): ____________________________

Person reporting is (circle one): Student Parent School employee
Coaching advisor Volunteer Other ______________________

Name(s) of alleged target: _______________________________________________

Name(s) of alleged bully (bullies): _________________________________________

Name(s) of potential witnesses: __________________________________________

Where did the alleged incident(s) occur (check one or more):
   _____ on school property
   _____ on school bus
   _____ at a school sponsored activity
   _____ through use of technology
   _____ at school
   _____ off-campus
   _____ elsewhere (be specific)

Time and location(s) of incident(s): ______________________________________

Does targeted student have an IEP? ____ Yes  ____ No (If yes, refer to plan.)

Does targeted student have a 504 plan? ____ Yes  ____ No (If yes, refer to plan.)

Is the targeted student in the referral process for either?  ____ Yes  ____ No
(If yes, specify) __________________________

If the targeted student receives special services, when were Special Services Director and/or 504
Coordinator notified of the incident:
Person notified: __________________________ Date: __________________________

Does alleged bully have an IEP? ____ Yes  ____ No (If yes, refer to plan.)

Does alleged bully have a 504 plan? ____ Yes  ____ No (If yes, refer to plan.)

Is the alleged bully in the referral process for either?  ____ Yes  ____ No
(If yes, specify) __________________________
If the alleged bully receives special services, when were Special Services Director and/or 504 Coordinator notified of the incident:
Person notified: __________________________ Date: _______________________

Do school unit’s records show prior reports of alleged or substantiated incidents of bullying involving the alleged target or alleged bully? If so, describe incident and outcome(s):

__________________________________________________________________________
__________________________________________________________________________

Meeting/interview of student who believes he/she has been bullied, description of alleged incident(s) (dates and details):

__________________________________________________________________________
__________________________________________________________________________

Communications with parent(s) of student who believes he/she has been bullied date(s) and details):

__________________________________________________________________________

__________________________________________________________________________

Meeting/interview of alleged bully (bullies) (dates and details):

__________________________________________________________________________
__________________________________________________________________________

Communications with parent(s) of alleged bully (bullies) (dates and details):

__________________________________________________________________________
__________________________________________________________________________

Meeting/interview of persons identified as witnesses (dates and summary of information provided):

__________________________________________________________________________
__________________________________________________________________________

Further evidence of bullying examined (videos, photos, email, letters, etc.):

__________________________________________________________________________
__________________________________________________________________________

Measures taken pending conclusion of the investigation to ensure the safety of the student who believes he/she has been bullied:

__________________________________________________________________________

Safety measures communicated to parents) of student who believes he/she has been bullied (date and details):

__________________________________________________________________________
Is the alleged bullying substantiated, i.e., does the alleged conduct meet the definition of bullying as articulated in Board policy?  ____Yes  ____No

Nature of harm incurred:
   ____Physical harm to student or damage to student’s property
   ____Student’s reasonable fear of physical harm or damage to property
   ____Hostile educational environment
   ____Infringement of student’s rights at school

Conduct resulting in harm (in item above) is on the basis of:
   ____National origin/ancestry/ethnicity
   ____Religion
   ____Physical, mental, emotional or learning disability
   ____Sex
   ____Sexual orientation
   ____Gender/gender identity/expression
   ____Age
   ____Socioeconomic status
   ____Family status
   ____Physical appearance
   ____Weight
   ____Other distinguishing personal characteristics
   ____Other (explain) _______________________

Summary of investigation/Explanation of findings:
______________________________________________________________________________________

Recommended disposition:
Disciplinary action - alternative discipline: ________________________________
Disciplinary action – suspension (in-school, out-of-school) ______________________
Expulsion (recommended for expulsion ________________________________

Recommendations for support services:
Counseling/referral to services (targeted student) ________________________________
Counseling/referral to services (bully) ___________________________________________

Recommendation to report to law enforcement?  ____Yes  ____No
   ____ Potential criminal violation   ____ Potential civil rights violation

Recommendations in other substantiated bullying situations:
If bully is school employee or administrator, recommendation for action to be taken by Superintendent (any action must be consistent with collective bargaining agreement or individual contract): _________________________________________________________________
If bullying is by another adult person associated with the school (e.g., volunteer, visitor, or contractor

________________________________________________________________________________________________________
________________________________________________________________________________________________________

If bullying involves a school-affiliated organization: __________________________________________________________

________________________________________________________________________________________________________

Signature of investigator:
If investigator is not building principal, copy to principal on ____________ (date)

Copy to Superintendent on: ________________ (date)
The student received/will receive the following discipline actions (consequences):

_____ Alternative Discipline
_____ Detention
_____ Weekend Detention
_____ In-school suspension
_____ Out-of-school suspension
_____ Expulsion/Recommended for expulsion

Alternative discipline imposed for this student (if applicable):

_____ Meeting with the student and the student's parent(s) or guardian(s)
_____ Reflective activities, such as requiring the student to write an essay about the student's misbehavior
_____ Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option
_____ Counseling
_____ Anger management
_____ Health counseling or intervention
_____ Mental health counseling
_____ Participation in skills building and resolution activities, such as social/emotional/cognitive skills building, resolution circles and restorative conferencing
_____ Community service

Referral to law enforcement?  _____ Yes  _____ No

Written notice has been provided to parent(s)/guardian(s) of the student who has been found to have engaged in bullying, including the process for appeal.

Notification sent by principal: _________________ (date)

Copy to Superintendent: _________________ (date)
APPEAL OF PRINCIPAL’S DECISION

Date appeal submitted: ____________________________________________________________

All appeals to the Superintendent must be submitted, in writing, to the Central Office within 14 calendar days of the building principal’s decision. The Superintendent’s decision shall be final.

Superintendent’s decision: ________________________________________________________

Date parent(s)/guardian(s) notified of Superintendent’s decision: ______________________

ACTIONS TAKEN BY THE SUPERINTENDENT

___ Recommendation to Board for student expulsion

___ Action on student/parent appeal of principal’s decision

__________________________________________________________

___ Action taken against employee: (If confidential employment action, in personnel file)

__________________________________________________________

___ Recommendation to Board for suspension/revocation of sanctioning/approval of school-affiliated organization

___ Other: _________________________________________________________________

__________________________________________________________

Updated: 1.14.2022