Policy:	File:
Bullying Investigation Form	JICDE-E-2
Adopted:	Revision:
January 2023	

Bullving Investigation Form

	Bullying investigation Form
	th all reports, documents, evidence, and written accounts of the alleged to this investigation form.
Date of bullying re	port:
Designated admini	strator:
Date designated ac	dministrator received report:
Date investigation	started: Date investigation completed:
Investigator:	Position/Title:
I. Initial Review	
• .	ing incident(s) within the school district's authority to investigate? No, notify the Complainant and provide resources for support. If Yes, move to
Is the alleged bully	ing incident(s) within the scope of this exhibit's accompanying policy?
If No, the repor	t should be promptly investigated pursuant to the applicable Board policy.
If Yes, promptly	investigate the complaint pursuant to this exhibit's accompanying policy.
If possible criminal	conduct is involved, was law enforcement notified? N/A
Date:	Contact person:
Status, if known:	

II. Bullying Report & Investigation Information

Name of Complainant: Check one: [] Student [] Parent/ [] Other (please specify):		_	
If a student, specify school and grade If a parent/guardian or other, provide			
Is the Complainant the target of the a	lleged bullying being re	ported?[]Yes[]No	
Does the Complainant wish to remain	anonymous?[]Yes[] No	
Student(s) reported as targets of alleg	ged bullying (use reverse	e side if needed):	
Name: Name:	School:	Grade:	
Person(s) reported as engaged in alleg	ged bullying conduct (us	se reverse side if needed):	
Name: Name: Person(s) reported as having witnesse	[] Stude [] Stude	ent [] Staff [] Other ent [] Staff [] Other	erse
side if needed): Name: Name: Name:	[] Stude	ent [] Staff [] Other	
Description of the alleged bullying inc (e.g., physical, verbal, written, electro displayed or worn, etc.), how often the exists between the target and the perwhether the alleged bullying was base school board policy (use reverse side and the permitted or the policy (use reverse side and the policy).	ident(s), including date onic/social media, psych ne incident(s) occurred, petrator/the relationsh ed on any protected cat	(s), times(s), locations(s), me ological, social, images or ite whether an imbalance of po lips of the involved individua egory under federal or state	ems wer ils, and

Did the Complainant allege that the student(s) were the targets of the alleged bullying the following way(s)? (Check all that apply.)	g in any of
 [] Electronic devices (e.g., internet, Social media platforms, text, email, cyber-bullying) [] Written communication (e.g., email, handwritten notes, other written document) [] Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.) [] Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.) [] Social (e.g., purposeful exclusion, causing psychological harm, etc.) [] Items depicting implied hatred or prejudice worn, possessed, or displayed [] Other (please explain):	ets, etc.) etc.)
Did the Complainant allege that the alleged bullying incident(s) was based on any of t following characteristics? (Check all that apply; if yes, refer to the appropriate policy approcedure addressing nondiscrimination/equal opportunity or sexual harassment under the complainant allege that the alleged bullying incident(s) was based on any of the following characteristics?	and
[] Race [] Color [] National Origin	
[] Religion [] Sex [] Ancestry	
[] Age [] Marital status [] Military Status	
[] Physical disability [] Mental disability [] Sexual orientation	
[] Gender identity [] Creed [] Gender expression [] Association with a person or group with one or more of the above actual or percei	ivod
characteristics	veu
[] Other (please specify):	
Evidence of alleged bullying provided to the school or in the school's possession (e.g., bus surveillance video, cell phone video, photographs, digital images, emails, letters, statements, notes, police reports, etc.) (attach all evidence):	
statements, notes, ponce reports, etc., (attach an evidence).	

Have there been any prior incidents of bullying the involved individuals?	(alleged or substantiated) involving any or all of
Additional school staff, if any, involved in invest	
Name:Role in Investigation:	
Name:Role in Investigation:	
Name:Role in Investigation:	
III. Special Education Review	
Do any of the students involved in the alleged by services under an IEP or a Section 504 Plan, or a referred or evaluated for special education services and contact special education director or Section 1 Yes [] No	are any of the students in the process of being vices? If Yes, refer to student's IEP or 504 Plan
Name:	Date of contact:
Name:	
Name:	
IV. Interim Measures	
Were any interim measures implemented for a [] Yes [] No	ny of the involved students?

Student Name:	School:	Grade:	
Description of interim measure (e.g.,	safety plan, duration, e	tc.) (attach document	ation):
Student Name:			ation):
Student Name: Description of interim measure (e.g., s			ation):
V. Findings			
Summary of findings of the investigation not constitute bullying or other prohil determine whether the alleged conductional environmen	bited behavior under thuck adversely affected a	is exhibit's accompan	ying policy; dents'

·			
IV. Parent/Guardian Notification			
Document notification(s) to the students involudated parents/guardians of the outcome of the investigator and designated based on school district policy, procedures, and circumstances of the matter, in the form of a variety the student's parents/guardians, and may inclinate findings of the investigation, and the actions to the investigation in the students and parent applicable law and school Board policy.	stigation and any d administrator. I nd practice, as we written report or ude an overview aken to address t	other information rate information rate information rate in the into come etings with east of the investigation incide the reported incide incide incide in the investigation in the reported incide in the investigation in the reported in the investigation	on deemed may be provided, onsideration the ach student and on process, the dent of bullying.
Student Name:	School:	Grade:	
Parent/Guardian Contacted:			
Staff Member (name and position/title):			
Date(s) of Contact:			-
Type of Contact (phone, in person, email):			-
Summary of information provided, discussion,	, and next steps:		_
Student Name:			_
Parent/Guardian Contacted:			_
Staff Member (name and position/title):			
Date(s) of Contact:			-
Type of Contact (phone, in person, email):			
Summary of information provided, discussion,	, and next steps:		_
Student Name:	School:	Grade:	_
Parent/Guardian Contacted:			

Staff Member (name and position/title): ______

Date(s) of Contact: _____

Type of Contact (phone, in person, email): _____

VI. Interventions		
Interventions to address bullying ma restorative measures, social-emotio development of a safety plan, comm should refer to its code of conduct a regarding any disciplinary actions the	nal skill building, counseling nunity-based services, and c and discipline policies and p	, school psychological service iscipline. The school district procedures for next steps
Student Name:	School:	Grade:
Intervention:		
Outcome:		
Student Name:Intervention:	School:	Grade:
Outcome:		
Student Name:Intervention:		
Outcome:		
VI. Recordkeeping		
The bullying report, investigation ch reports (if any), records of any responder records related to investigatin actions will be maintained in accord	onsive actions in accordance ag the reported incident(s) o	with applicable law, and and foullying and any responsive
Checklist and documentation submi Date:	tted to):	
Investigator Signature:	Date	:

Summary of information provided, discussion, and next steps:

ISSUE DATE: January 2023