

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

If the targeted student receives special services, when were the 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)

If the alleged bully receives special services, when were Special Services Director and/or 504 Coordinator notified of the incident:

Person notified: _____ Date: _____

Do the 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/they have been bullied, description of alleged incident(s) (dates and details): _____

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

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

Communications with parent/guardian(s) of alleged bully(ies) (dates and details):

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

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

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

Safety measures communicated to parent/guardian(s) of students who believes he/she/they have 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 (date): _____

Copy to Superintendent (date): _____

Actions Taken by the Principal

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/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 or cognitive skills building, resolution circles, and restorative conferencing
- Community service

Referral to law enforcement? Yes No

Written notice has been provided to parent/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): _____

Actions Taken by the Superintendent

Recommendation to Board for student expulsion

Action on student/parent/guardian 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: _____