

## BULLYING, DISCRIMINATION, AND HARASSMENT INVESTIGATION REPORT FORM\*

\*This form is to be filled out whenever a formal complaint of bullying, cyberbullying, discriminatory harassment, hazing, sexual harassment, or retaliation ("Bullying") has been filed in writing, where a parent requests an investigation report, or where there has been an allegation of Bullying based on a protected class. This includes all allegations of sexual harassment.

SCHOOL:

Complainant's Name:

Complainant's Grade Level:

Respondent's Name(s):

Respondent's Grade Level:

\*If the incident involves more than one respondent, please add others' names and grade levels here.

**Date of Parent Notification:** Click or tap to enter a date.

**Check the box(es) of the conduct investigated:**

- Bullying       Cyberbullying       Discriminatory Harassment       Hazing  
 Sexual Harassment       Retaliation

**If Discriminatory Harassment above is marked, please check the following box(es) to indicate the basis of the harassment:**

- Race/Color/National Origin       Sex/Gender       Religion       Disability       N/A or None

**Description of the complaint:**

(Provide a brief summary of the incident(s)/conduct described by complainant, including the who, what, when, and where. Attach additional paper if needed.)

**Description of the response:**

(Provide a brief summary of the incident(s)/conduct described by the respondent, including any denial, admission, or clarification of allegations found in the complaint. Attach additional paper if needed.)

**Description of witness statements:**

(Provide a brief summary of what each witness said, by name. Attach additional paper if needed.)

**Investigative Steps Taken:**

- Interviewed Complainant
  - Written statement taken?\*
- Interviewed Respondent
  - Written statement taken?\*

Interviewed witnesses (list names of witnesses and indicate whether written statement was taken for each. If necessary, attach additional witnesses on separate sheet.)

Witness Name	Written Witness Statement Taken? (Y/N)*

\*Written statements are not always necessary and where younger children are involved, not always practical. This question is to document when a written statement has been obtained. **If written statements were obtained, please file them with this report, but do not share with parents unless all identifying information is first redacted.**

Physical evidence reviewed. Mark all that are applicable:

- Security camera footage
- Police report
- Social media posts
- Student/s' cell phone(s) (Follow district policy with regard to searches of students' personal belongings)
- Prior student history tags
- Other physical evidence reviewed not listed above:

**Other Investigative Steps Not Listed Above**

**Findings of fact:**

(Weigh the credibility of all evidence and make a determination about what happened. Summarize your findings here.)

### Bullying Conclusions

Was the bullying/discriminatory/harassing behavior intentional? (as opposed to accidental) (If no, stop here. This is not Bullying.)

No

Yes

Was the behavior one-sided (in other words, NOT mutual or reciprocating between the complainant and responding party?) (If no, stop here. This is not Bullying.)

No

Yes

**If YES to both of the above, continue:**

1. Did the behavior cause physical or emotional harm to a student or damage the student's property?

No

Yes

2. Did the behavior place the student in fear of harm (physical or emotional) or damage to property?

No

Yes

3. Was there a power differential between the respondent and complainant such that an objectively hostile, humiliating or abusive educational environment was created?

No

Yes

4. Was the behavior pervasive, persistent, or objectively offensive and/or severe such that an objectively hostile, humiliating or abusive educational environment was created?

No

Yes

5. If yes to #4, is the environment so bad that it has an adverse impact on the student's educational performance, or access to educational programs or benefits?

No

Yes

**DID BULLYING OCCUR?**

No, if none of the above paragraphs 1-5 are checked.

Yes, if **any** of the above paragraphs 1-5 are checked.

**If yes, was the bullying based on a student's membership in a protected class? (In other words, does the bullying constitute DISCRIMINATORY HARASSMENT?)**

No, if the behavior was not focused on or motivated by the complainant's race, national origin, religion, sex, gender, or disability.

Yes, if the behavior was focused on or motivated by the complainant's race, national origin, religion, sex, gender, or disability.

**DID SEXUAL HARASSMENT OCCUR?**

No, if only 1, 2, or 3 are checked.

Yes, if 4 AND 5 are checked **AND the conduct is sexual in nature.**

**Hazing Conclusions (answer only if there is reason to believe hazing may have taken place)**

Was the conduct intentional, knowing, or reckless? If yes, continue. If no, hazing did not occur.

No

Yes

Did the conduct endanger the mental or physical health or safety of a school employee or student?

No

Yes

Did the conduct involve any brutality of a physical nature, including but not limited to, whipping, beating, branding, calisthenics, bruising, electric shocking, placing harmful substance on the body, or exposure to elements?

No

Yes

Did the conduct involve consumption of food, alcoholic product, drug, or other substance or physical activity that endangers the mental or physical health and safety of the student?

No

Yes

Did the conduct involve any activity that would subject a student to extreme mental stress, such as sleep deprivation, extended isolation from social contact?

No

Yes

Is the conduct such that a reasonable student might be subjected to embarrassment, shame, or humiliation?

No

Yes

**If yes to ANY of the above, continue.**

Was the conduct committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club, or event?

No

Yes

#### **DID HAZING OCCUR?**

No, if "no" to the previous question.

Yes, if "yes" to the previous question.

#### **Retaliation Conclusion (Answer only if retaliation is alleged)**

Was the conduct intended as a retribution against a person for reporting Bullying?

No

Yes

Was the conduct intended to improperly influence the investigation of, or response to, a report of Bullying?

No

Yes

#### **DID RETALIATION OCCUR?**

No, if no to either of the above questions

Yes, if yes to either of the above questions

**Recommendations:**

(Make recommendations for appropriate disciplinary action or other restorative practice measures to rehabilitate the respondent and deter future violations. If discriminatory harassment or sexual harassment occurred, make recommendations to address the effects of the violation on the target. If applicable, recommend any system-wide measures to eliminate harassment and discrimination.)

**ATTACHMENTS – Please attach written statements and other critical documents to this Investigation Report**

I hereby represent that I conducted the above-referenced investigation in a timely matter, with impartiality, and have made the above determinations to the best of my ability. I further represent that the information provided herein is true, correct, and complete to the best of my knowledge.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Name and Title**

\_\_\_\_\_

1. Upload this report to MyStudent.
  2. If complaint is written, provide one copy to victim (redact witness names and unrelated respondent recommendations).
  3. If complaint is written, provide one copy to respondent (redact witness names and victim recommendations).