

\*This form is to be filled out whenever a formal complaint of 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 and could constitute discriminatory harassment. Allegations of sexual harassment must follow the process established in Policy 4121, and the Sexual Harassment forms must be used.

**SCHOOL:** \_\_\_\_\_

**Complainant's Name:** \_\_\_\_\_

**Complainant's Grade Level:** \_\_\_\_\_

**Respondent's Name(s):** \_\_\_\_\_

**Respondent's Grade Level:** \_\_\_\_\_

\*If the incident involves more respondents, please add others' names and grade levels here:

**Date of parent/guardian notification:** \_\_\_\_\_

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

<input type="checkbox"/> Bullying	<input type="checkbox"/> Cyberbullying	<input type="checkbox"/> Discriminatory Harassment (including sexual misconduct)
<input type="checkbox"/> Hazing	<input type="checkbox"/> Retaliation	

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

<input type="checkbox"/> Race/Color/ National Origin	<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Religion	<input type="checkbox"/> Disability
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**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 complainant statement taken?\*

Interviewed respondent?

Written respondent 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
- Students/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 answer is '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 the responding party?) **(If answer is 'No', stop here. This is not bullying.)**

No

Yes

**>>> YES TO BOTH ABOVE, continue:**

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

No

Yes

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

No

Yes

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

No

Yes

### **DID BULLYING OCCUR?**

No, if **none** of the above paragraphs 1-3 are checked.

Yes, if **ANY** of the above paragraphs 1-3 are checked.

**If checked 'Yes' above, 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.

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

Was the conduct intentional, knowing, or reckless? ***If answer is 'Yes', continue. If answer is '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

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

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 answer is '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 checked 'No' to the previous question.

Yes, if checked '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 checked '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***

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- 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).***