

Bullying Investigation Form

SAU # 68, Lincoln-Woodstock Cooperative School District

School Information:**School:**☐ Elementary School☐ High School☐ Middle School☐ Other: _____

This School Bullying Investigation Form is to be used to document the investigation and comply with the reporting requirements for all alleged incidents of school bullying consistent with RSA 193-F and School Board Policy JICK.

Reporting: Complete one School Bullying Investigation Form for each alleged victim.

School Administrator completing form: _____**Position:** _____**Date and Time reported to Principal/Designee:****Date:** _____**Time:** _____**Required investigation completion date (reported date + 7 school days):** _____**Person reporting incident:****Name:** _____**Role:** _____

Name of Alleged Victim	Age	School	Grade	Notes

Name(s) of Alleged Perpetrator(s)	Age	School	Grade	Notes

Date (s) of incident: _____**Location of incident: (check all that apply)**☐ on school property:

☐ at school sponsored event or activity:

☐ on school bus:

☐ off campus:

Description of alleged bullying: _____**Investigation:****Police Reporting under Safe Schools:**

☐ discretionary

☐ mandatory

Date:

Investigation began within 5 school days of bullying being reported?

☐ Yes

☐ No

Date investigation began: _____

Initials: _____

Superintendent/designee grants principal/designee a waiver of parental/guardian notification in writing?

☐ Yes

☐ No

Waiver attached? ☐ Yes

☐ No

Initials: _____

Incident reported to parent/guardian of alleged victim within 48 hours of receipt of bullying complaint?

☐ Yes

☐ No

Initials: _____

Student	Parent/Guardian	Date of Notification	Time of Notification	Method of Notification

Notes:

Incident reported to parent/guardian of alleged perpetrator (s) within 48 hours of receipt of bullying complaint?

☐ Yes

☐ No

Initials: _____

Student	Parent/Guardian	Date of Notification	Time of Notification	Method of Notification

Notes:

What actions were taken to investigate this incident? (check all that apply)

☐ Interviewed alleged student victim

☐ Interviewed alleged student victim's parent/guardian

- | | |
|---|--|
| <input type="checkbox"/> Interviewed alleged perpetrator (s) | <input type="checkbox"/> Interviewed alleged student perpetrator's parent (s)/guardian (s) |
| <input type="checkbox"/> Interviewed witnesses | <input type="checkbox"/> Examined physical evidence: _____ |
| <input type="checkbox"/> Witness statements collected in writing | _____ |
| <input type="checkbox"/> Interviewed school nurse | _____ |
| <input type="checkbox"/> Interviewed guidance/school psychologist | <input type="checkbox"/> Reviewed academic records |
| <input type="checkbox"/> Reviewed medical information | <input type="checkbox"/> Reviewed student records |
| <input type="checkbox"/> Reviewed bus incident report | <input type="checkbox"/> Reviewed student attendance |
| <input type="checkbox"/> Reviewed social history between parties | <input type="checkbox"/> Reviewed video surveillance |
| <input type="checkbox"/> Reviewed electronic content/web content | <input type="checkbox"/> Reviewed changes in emotional functioning |
| <input type="checkbox"/> Is victim concerned about retaliation
or reprisal occurring against a student, teacher
administrator, volunteer, or other employee | <input type="checkbox"/> Determined if retaliation or reprisal did occur |
| <input type="checkbox"/> Considered history of prior student conflicts an/or
problematic behavior | |
| <input type="checkbox"/> Interviewed teachers and/or school staff: (list names) | |
| _____ | |
| _____ | |
| _____ | |

☐ Other:

Investigation Findings/Evidence of Bullying:

RSA 193:F State definitions of bullying:	Look for:
<input type="checkbox"/> Physically harmed the student	<input type="checkbox"/> Physical injuries <input type="checkbox"/> Other: _____
<input type="checkbox"/> Damaged the victim's property	<input type="checkbox"/> Property damage <input type="checkbox"/> Other: _____
<input type="checkbox"/> Caused emotional distress to the victim.	<input type="checkbox"/> Excessive emotional behavior <input type="checkbox"/> Evidence of anxiety (including physical symptoms) or being nervous and scared <input type="checkbox"/> Evidence of internalizing behavior - increased isolation socially removed <input type="checkbox"/> Changes in school attendance: absences, tardiness dismissals <input type="checkbox"/> Changes in grades - school performance <input type="checkbox"/> Changes in affect <input type="checkbox"/> Other: _____
<input type="checkbox"/> Interfered with the victim's educational opportunities	<input type="checkbox"/> Changes in school attendance: absences, tardiness dismissals <input type="checkbox"/> Missing classes/parts of school day <input type="checkbox"/> Changes in grades - school performance <input type="checkbox"/> Changes in participation of school activities - athletics, co-curricular, etc. <input type="checkbox"/> Avoidance of elements of school day including <div style="margin-left: 40px;"><input type="checkbox"/> School bus:</div> <div style="margin-left: 40px;"><input type="checkbox"/> Other: _____</div>
<input type="checkbox"/> Created a hostile educational environment	<input type="checkbox"/> Created significant tension between students/others <input type="checkbox"/> Students are significantly uncomfortable <input type="checkbox"/> Student hostile in educational environment <input type="checkbox"/> Socially mal-adjusted behavior directed to student (s) <input type="checkbox"/> Other: _____
<input type="checkbox"/> Substantially disrupted the orderly operation of the school	<input type="checkbox"/> Significant incident of disruption <input type="checkbox"/> Repeated evidence of school disruption <input type="checkbox"/> Discipline patterns <input type="checkbox"/> Violations of behavioral expectations that result in school disruption <input type="checkbox"/> Other: _____

<input type="checkbox"/> Created an 'imbalance of power' between victim and perpetrator	<input type="checkbox"/> Bullying based on disability, race, color, national origin, ethnicity, religion, gender, sexual orientation, gender identity, physical characteristics, behavior <input type="checkbox"/> Anonymity of on-line behavior <input type="checkbox"/> Perceived social status discrepancy <input type="checkbox"/> Social skills deficit/struggles exploited <input type="checkbox"/> Creation of social isolation <input type="checkbox"/> Taunting, tormenting, harassing behavior that is perceived as a power imbalance <input type="checkbox"/> Other: _____
<input type="checkbox"/> Included the use of electronic devices	Identify at least one bullying component below that used electronic medium: <input type="checkbox"/> Cell phones or telephone <input type="checkbox"/> Audio or visual images <input type="checkbox"/> Instant messaging/e-mail <input type="checkbox"/> Gaming <input type="checkbox"/> Social networking <input type="checkbox"/> Blogs <input type="checkbox"/> Web content <input type="checkbox"/> Other: _____
Motivated by victim's association with another person and based on other person's characteristics, behaviors, or beliefs	<input type="checkbox"/> Bullying based on disability, race, color, national origin, ethnicity, religion, gender, sexual orientation, gender identity, physical characteristics, behavior <input type="checkbox"/> Anonymity of on-line behavior <input type="checkbox"/> Perceived social status discrepancy <input type="checkbox"/> Social skills deficit/struggles exploited <input type="checkbox"/> Creation of social isolation <input type="checkbox"/> Taunting, tormenting, harassing behavior that is perceived as a power imbalance <input type="checkbox"/> Other: _____

Investigation Determination:

Based on this investigation, school administration determines the following:

1. In the Evidence of bullying section above, there was at least one investigation finding.

- ☐ Yes - proceed to next section Interventions/Consequences
☐ No - stop bullying investigation and process as standard discipline investigation

2. Does this investigation conclude that this incident is a single significant incident?

- ☐ Yes - this is a substantiated incident of bullying - proceed to next section on Interventions/Consequences
☐ No - proceed to section below

3. Does this investigation conclude that this incident is a pattern of incidents?

- ☐ Yes - this is a substantiated incident of bullying - proceed to next section on Interventions/Consequences
☐ No - stop bullying investigation and proceed as a standard discipline investigation

Interventions/Consequences (Check All That Apply)

Victim	Perpetrator	Intervention I Consequences	Notes
		None were warranted	
		Student conference (s) with administrator	
		Positive behavioral interventions	
		Teacher notification plan	
		Other school staff notification	
		Parent meeting (s)	
		Referral to 504, Rtl, special education team	
		Counseling/therapeutic interventions	
		Silent mentor program	
		Safe person plan	
		Check-in - Check-out assigned	
		Bullying prevention plan to be Developed	

Victim	Perpetrator	Intervention I Consequences	Notes
		Follow up / Monitoring	
		Unstructured areas safety plan	
		School bus planning/notification	
		Loss of privileges	
		Detention	
		In-school suspension	
		Out-of school suspension	
		Other (specify):	

Additional Notes: _____

Notification Requirements:

☐ Yes ☐ No Investigation competed within 7 school days of receiving initial report? Initials: _____

☐ Yes ☐ No Superintendent granted an extensions of up to 7 school days to complete investigation. (If YES) The Superintendent must notify in writing all parties involved in this investigation of the granting of the extension.

Notification Date: _____ Initials: _____

*** Attach copies of Notification**

Within 10 school days of completing an investigation, the principal/designee will notify the parents of the students involved whether the report was substantiated or not and any remedial action.

Student	Parent/Guardian	Date of Notification	Method of Notification	Notes

Additional pertinent information gained during investigation:

(attach a separate sheet if necessary)

Investigator Notes: (attach a separate sheet if necessary)

FOR STATE REPORTION PUPOSES:

This section is designed to collect bullying data consistent with the NH DOE reporting categories of the School Safety Survey. Please hypothesize the intent of this substantiate bullying incident based on the following state reporting categories. Please note, only check if your investigation provides evidence upon which to base this conclusion. If the reporting categories do not apply, please do not check.

- ☐ On the basis of gender
- ☐ On the basis of sexual orientation
- ☐ On the basis of race, color, or nation origin
- ☐ On the basis of disability
- ☐ On the basis of physical characteristics (other than race)

Principal: _____
Signature Date

Designee: _____
Signature Date

Attachments:

- ☐ Discipline Referral
- ☐ Safe Schools Report
- ☐ Superintendent/designee Waiver of Notification
- ☐ Parent/staff bullying Reporting Form
- ☐ Principal/designee Notification of Time Extension for Investigation
- ☐ Other: _____

Principal/designee must submit all substantiated reports of bullying to the Superintendent/designee upon completion of the investigation.

Received at the SAU Office on: _____ Initials: _____