

**Directions:** In accordance with Act 861 of the 2012 Legislative Session, this form is to be used to investigate and document the details of each reported incident of bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to or from school.

<b>Date of Report:</b>	<b>School Name:</b>	
<b>District:</b>	<b>Date of incident:</b>	<b>Time of incident (if known):</b>

**INTERVIEWS CONDUCTED:** (Check all that apply and attach a separate sheet if necessary.)

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**Interviewed Reporter** **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

**Interviewed Alleged Victim(s)** **Name(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

**Interviewed Alleged Offender(s)** **Name(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

**Interviewed Witness(es)** **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interviewed Parent(s)/Guardian(s) of Alleged Victim:      Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Summary of the interview:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Interviewed Parent(s)/Guardian(s) of Alleged Offender:      Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Summary of the interview:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any prior documented incidents by the alleged offender?     Yes     No

DOCUMENTATION AND NOTIFICATION REQUIREMENTS		
Date of incident report:	Date investigation began:	Date investigation completed:

INVESTIGATION DETERMINATION			
Name(s) of alleged victim(s)	Age	Sex	Grade
Name(s) of alleged offender(s)	Age	Sex	Grade
Name(s) of witness(es), if applicable			

**Where did the incident happen (choose all that apply)?**

- Classroom  
  Lunchroom  
  School Bus  
  Locker Room/Area  
  Restroom  
  Hallway  
  Bus Stop  
  Parking Lot  
 On the way to/from school  
 Playground  
 Internet  
 Cell Phone  
 At a school sponsored activity or event off school property  
 Other (Please Specify) \_\_\_\_\_  
 .....

**Check all items below that apply:**

<b>VERBAL</b>
<input type="checkbox"/> Name-calling <input type="checkbox"/> Taunting/ridiculing <input type="checkbox"/> Mocking <input type="checkbox"/> Making offensive comments <input type="checkbox"/> Teasing <input type="checkbox"/> Demeaning comments <input type="checkbox"/> Other (please state) _____ .....
<b>PHYSICAL</b>
<input type="checkbox"/> Kicking <input type="checkbox"/> Hitting/punching <input type="checkbox"/> Pushing <input type="checkbox"/> Pinching <input type="checkbox"/> Stalking <input type="checkbox"/> Inappropriate touching <input type="checkbox"/> Other (please state) _____ .....
<b>EMOTIONAL</b>
<input type="checkbox"/> Offensive graffiti <input type="checkbox"/> Excluding from group <input type="checkbox"/> Spreading rumors <input type="checkbox"/> Being forced to do something against his/her will <input type="checkbox"/> Taking possessions/money <input type="checkbox"/> Other (please state) _____ .....
<b>ELECTRONIC AGGRESSION</b>
<input type="checkbox"/> Offensive text messages <input type="checkbox"/> Offensive e-mails <input type="checkbox"/> Sending degrading images <input type="checkbox"/> Posting rumors or lies about someone <input type="checkbox"/> Assuming a person's electronic identity with the intent of causing harm <input type="checkbox"/> Other (please state) _____ .....

**Physical evidence, if available:**  
 Graffiti  
 Notes  
 E-mail  
 Websites  
 Video/Audio  
 .....

Incident reported to parent/guardian of **alleged victim** within one school day of receipt of bullying complaint?

Yes  
 No  
**Initials of school official:** \_\_\_\_\_  
 .....

Incident reported to parent/guardian of **alleged offender** within one school day of receipt of bullying complaint?

Yes  
 No  
**Initials of school official:** \_\_\_\_\_  
 .....

**Additional pertinent information gained during investigation:** (attach a separate sheet if necessary)

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**Based on this investigation, the school administration determines the following:**

There was a determination of bullying?  Yes  No

Yes – Take prompt and appropriate disciplinary actions pursuant to R.S. 17:416 and 416.2

No – If a violation of the another provision in the student code of conduct, take appropriate action.

Upon completion of an investigation, the principal/designee will notify the reporter and parents/legal guardian of the students involved of the findings and the result of the investigation.

Student	Parent/Guardian	Date of Notification	Method of Notification	Notes

**Summary of Investigation:**

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<b>Principal/Designee Signature:</b>	<b>Date:</b>
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