

**VALLEY CITY PUBLIC SCHOOL DISTRICT
ACEA-E5**

BULLYING/HARASSMENT INVESTIGATION PROTOCOL

Date of Referral (MM/DD/YEAR):	Investigation must be completed by:
Name of Alleged Victim:	
Name of Alleged Perpetrator:	
Alleged Victim's Date of Birth (MM/DD/YEAR):	Filed Until (MM/DD/YEAR):

1. PROTECTED CLASS

Guiding Question	Is the alleged policy violation (either actual or perceived) based on a protected class (including race/national origin, religion, sex, disability, sexual orientation)?
Examples	Including, but not limited to: slurs, taunts, jokes, insults, demeaning/stereotyping comments, cartoons, and/or pictures, spreading rumors or any other behavior targeted at a student of an actual or perceived protected class.
<i>If yes, following your district's harassment-discrimination investigation procedure</i>	
<input type="checkbox"/> Yes:	
<input type="checkbox"/> No	

2. DETERMINATION OF LEVEL OF NECESSARY INVESTIGATION

Guiding Question	Is further investigation warranted based on the nature of the alleged violation?
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Considering Factors	Include, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator, the ages of the parties involved; the detail, content and context of the report; whether this report is the first of its type filed against the alleged perpetrator.
Rationale:	
<input type="checkbox"/> N/A	

3. a) POTENTIAL INVESTIGATORY STEPS (DETERMINED BY ADMINISTRATOR)

Investigatory Step
Investigatory Step
Investigatory Step
Investigatory Step
Additional Comments

3. b) BULLYING DEFINITION

Guiding Question	Does the alleged incident meet the bullying definition as stated in NDCC 15.1-19-17?
	<input type="checkbox"/> Yes:
	<input type="checkbox"/> No
Definition Explanation	

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4. a) DISCIPLINARY AND CORRECTIVE MEASURES (IF MEETING DISTRICT BULLYING DEFINITION)

Action Taken
Action Taken
Action Taken
Additional Comments

4. b) DISCIPLINARY AND CORRECTIVE MEASURES (IF NOT MEETING DISTRICT BULLYING DEFINITION)

Guiding Question	Does the misconduct meet the parameters of other district discipline policies?
	<input type="checkbox"/> Yes: <input type="checkbox"/> No
Additional Comments	

4. c) DISCIPLINARY AND CORRECTIVE MEASURES (INITIATED OFF CAMPUS AND RECEIVED ON CAMPUS)

Guiding Question	Has the bullying substantially disrupted the educational environment or posed a true threat?
	<input type="checkbox"/> Yes: <input type="checkbox"/> No

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Action Options 1
Action Options 1
Action Options 1
Action Options 2
Action Options 2
Action Options 2
Additional Comments

5. STAFF MEMBER INVOLVEMENT

Guiding Question	Is the perpetrator a staff member?
	<input type="checkbox"/> Yes: <input type="checkbox"/> No
Action Options	
Action Options	
Additional Comments	

6. VICTIM PROTECTION STRATEGIES

Guiding Question	Have the parents been notified and has a victim protection strategy been implemented?
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	<input type="checkbox"/> Yes: <input type="checkbox"/> No
Strategies	
Strategies	
Strategies	
Strategies	
Additional Comments	

7. Notification of Authorities

Guiding Question	Do you have reasonable suspicion that a crime has taken place?
	<input type="checkbox"/> Yes: <input type="checkbox"/> No