

CISD School Bullying Investigation Form

School Information:

School: CP LIBBY CJHS CHS

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 School Board Policy FFI(LEGAL) and FFI(LOCAL).

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

School Administrator completing form: _____ Position: _____

Date reported to Principal/Designee: _____ Time reported to Principal/Designee: _____

Required investigation completion date (reported date + 10 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:

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 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 Interviewed alleged perpetrator(s) Interviewed alleged perpetrator's parent(s)/guardian(s) Interviewed witnesses Examined physical evidence: __ Witness statements collected in writing ___ Interviewed school nurse ___ Interviewed guidance, school psychologist Reviewed academic records: Reviewed medical information Reviewed student records: __ Reviewed bus incident report Reviewed student attendance Reviewed social history between parties Reviewed video surveillance: __ Interviewed teachers and/or school staff: (list names)_ Reviewed electronic content/web content Considered history of prior student conflicts and/or ___ problematic behavior. ___ Other: ___ Reviewed changes in emotional ___ functioning

Investigation Findings/Evidence of Bullying:

Instructions: Check both the column on the left and right for all that apply.

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, tardies, 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, tardies, 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 school bus <input type="checkbox"/> other: _____
<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 <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 as defined in School Board Policy JICK	Identify at least one bullying component above that used electronic medium: <input type="checkbox"/> cell phones <input type="checkbox"/> <input type="checkbox"/> audio or visual images <input type="checkbox"/> instant messaging/e-mail <input type="checkbox"/> <input type="checkbox"/> gaming <input type="checkbox"/> social networking <input type="checkbox"/> blogs <input type="checkbox"/> <input type="checkbox"/> web content <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 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 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 No - stop bullying investigation and proceed as a standard discipline investigation

INTERVENTIONS/CONSEQUENCES (CHECK ALL THAT APPLY):

Victim	Perpetrator	Intervention / 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	
		Follow up / Monitoring	
		Unstructured areas safety plan	
		School bus planning/notification	

Victim	Perpetrator	Intervention / Consequences	Notes
		Loss of privileges	
		Detention	
		In-school suspension	
		AES: Alternative to External Suspension	

		Out-of school suspension	
		Other (specify):	

Additional Notes: _____

NOTIFICATION REQUIREMENTS:

- Yes No Investigation completed within 10 days of receiving initial report? Initials: _____
- Yes No Superintendent/designee granted an extension of up to 7 school days to complete investigation.

└─→ Principal/designee 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 of the findings and the result of the investigation.

Documentation of notification:

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 REPORTING PURPOSES:

This section is designed to collect bullying data consistent with the reporting categories. Please hypothesize the intent of this substantiated 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 national origin
- on the basis of disability
- on the basis of physical characteristics (other than race)

Principal: _____
Signature

_____/_____/_____
Date

Designee: _____
Signature

_____/_____/_____
Date