

**MEDWAY SCHOOL DEPARTMENT
BULLYING INVESTIGATION FORM**

Date: _____

1. Name of person investigating alleged incident(s): _____
Position/title of investigator: _____
Name of complainant/person reporting bullying: _____
Name(s) of alleged target(s): _____
Complainant/reporter is (circle one): Student Parent School employee
Coach/advisor Volunteer Other _____
Name(s) of alleged bully(ies): _____
Name(s) of potential witnesses: _____
2. Relationship between alleged target(s)/bully(ies): _____
3. Did the alleged incident(s) occur (check one or more):
_____ on school property
_____ on school bus
_____ at a school sponsored activity
_____ through use of technology _____ at school _____ off-campus
_____ elsewhere (be specific)

Time and location(s) of incident(s): _____

4. Is this a first time occurrence or has the same or similar occurred previously?
5. Does targeted student have an IEP? ____ Yes ____ No (If yes, refer to plan.)
6. Does targeted student have a 504 plan? ____ Yes ____ No (If yes, refer to plan.)
7. Is the targeted student in the referral process for either? ____ Yes ____ No

(If yes, specify) _____

8. If the targeted student receives special services, when were Special Services Director and/or 504 Coordinator notified of the incident:

Person notified: _____ Date: _____

9. Does alleged bully have an IEP? ____ Yes ____ No (If yes, refer to plan.)
10. Does alleged bully have a 504 plan? ____ Yes ____ No (If yes, refer to plan.)
11. Is the alleged bully in the referral process for either? ____ Yes ____ No

(If yes, specify) _____

12. If the alleged bully receives special services, when were Special Services Director and/or 504 Coordinator notified of the incident:

Person notified: _____ Date: _____

13. Do school unit's records show prior reports of alleged or substantiated incidents of bullying involving the alleged target or alleged bully? If so, describe incident and outcome(s):

14. Interview of complainant/reporter's, description of alleged incident(s):

15. Communications with parents(s) of student who believes he/she has been bullied date(s) and details): _____

16. Interview of alleged bully(ies): _____

17. Communications with parent(s) of alleged bully (bullies) (dates and details):

18. Name(s) of potential witnesses, if any: _____

19. Witnesses interviewed and summary of witness information provided:

20. Further evidence of bullying (videos, photos, email, letters, etc.):

21. Measures taken pending conclusion of the investigation to ensure the safety of the student who believes he/she has been bullied: _____

22. Safety measures communicated to parents) of student who believes he/she has been bullied (date and details): _____

23. Is the alleged bullying substantiated, i.e., does the alleged conduct meet the definition of bullying

as articulated in Board policy? _____ Yes _____ No

24. Nature of harm incurred:

- ____ Physical harm to student or damage to student's property
- ____ Student's reasonable fear of physical harm or damage to property
- ____ Infringement of student's rights at school
- ____ Hostile educational environment

25. Conduct resulting in harm (in item above) is on the basis of:

- ____ National origin/ancestry/ethnicity
- ____ Religion
- ____ Physical, mental, emotional or learning disability
- ____ Sexual orientation
- ____ Gender/gender identity/expression
- ____ Age
- ____ Socioeconomic status
- ____ Family status
- ____ Physical appearance
- ____ Weight
- ____ Other distinguishing personal characteristics
- ____ Other (explain) _____

26. Summary of investigation/Explanation of findings:

27. Recommended disposition and/or recommended disciplinary action (including alternative discipline, support for targeted student, other intervention/referral)

28. Recommendations for support services:

Counseling/referral to services (targeted student) _____

Counseling/referral to services (bully) _____

29. Recommendation of report to law enforcement? Yes No

____ Potential criminal violation

____ Potential civil rights violation

30. Recommendations in other substantiated bullying situations:

31. If bully is school employee or administrator, recommendation for action to be taken by Superintendent (any action must be consistent with collective bargaining agreement or individual contract): _____

32. If bullying is by another adult person associated with the school (e.g., volunteer, visitor, or contractor): _____

33. If bullying involves a school-affiliated organization: _____

Signature of investigator: _____

If investigator is not building principal, copy to principal on [_____]

Date

Copy to Superintendent on [_____] Date

ACTIONS TAKEN BY PRINCIPAL

The student received/will receive the following discipline actions (consequences):

- Alternative Discipline
- Detention
- Weekend Detention
- In-school suspension
- Out-of-school suspension
- Expulsion/Recommended for expulsion

Alternative discipline imposed for this student (if applicable):

- Meeting with the student and the student's parent(s) or guardian(s)
- Reflective activities, such as requiring the student to write an essay about the student's misbehavior
- Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option
- Counseling
- Anger management
- Health counseling or intervention
- Mental health counseling
- Participation in skills building and resolution activities, such as social/emotional/ cognitive skills building, resolution circles and restorative conferencing
- Community service

Referral to law enforcement? Yes No

Written notice has been provided to parent(s)/guardian(s) of the student who has been found to have engaged in bullying, including the process for appeal.

Notification sent by principal: [Date]

Copy to Superintendent: [Date]

APPEAL OF PRINCIPAL’S DECISION

Date appeal submitted: _____

All appeals to the Superintendent must be submitted, in writing, to the Central Office within 14 [OR: ____] calendar days of the building principal’s decision. The Superintendent’s decision shall be final.

Superintendent’s decision: _____

Date parent(s)/guardian(s) notified of Superintendent’s decision: _____

ACTIONS TAKEN BY THE SUPERINTENDENT

____ Recommendation to Board for student expulsion

____ Action on student/parent appeal of principal’s decision

____ Action taken against employee: (If confidential employment action, in personnel file)

____ Recommendation to Board for suspension/revocation of sanctioning/approval of school-affiliated organization

____ Other: _____

Adopted: 12.15.16