

BULLYING INVESTIGATION FORM

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.

Date of Report:	School Name:	
District:	Date of incident:	Time of incident (if known):

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

☐ 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:

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☐ Interviewed Parent(s)/Guardian(s) of Alleged Victim: Name(s): _____ Date: _____

Summary of the interview:

☐ 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:
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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:

VERBAL

- ☐ Name-calling ☐ Taunting/ridiculing ☐ Mocking ☐ Making offensive comments ☐ Teasing ☐ Demeaning comments
☐ Other (please state) _____

PHYSICAL

- ☐ Kicking ☐ Hitting/punching ☐ Pushing ☐ Pinching ☐ Stalking ☐ Inappropriate touching
☐ Other (please state) _____

EMOTIONAL

- ☐ Offensive graffiti ☐ Excluding from group ☐ Spreading rumors ☐ Being forced to do something against his/her will
☐ Taking possessions/money ☐ Other (please state) _____

ELECTRONIC AGGRESSION

- ☐ Offensive text messages ☐ Offensive e-mails ☐ Sending degrading images ☐ Posting rumors or lies about someone
☐ Assuming a person's electronic identity with the intent of causing harm ☐ 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)

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:

Principal/Designee Signature:	Date:
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