JICK-R1

SAU #5 School Bullying Investigation Form

Serving the Communities of Durham, Lee and Madbury

36 Coe Drive

Durham, NH 03824

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**School District Information:**

 Mast Way  Moharimet Middle School  High School

 Transportation

*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 with RSA 193:F and School*

*Board Policy JICK.*

## **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** |
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Date(s) of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of incident: (Check all that apply)

on school property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  at school sponsored event or activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 on school bus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  off campus

Description of alleged bullying:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student** | **Parent/Guardian** | **Date of Notification** | **Time of Notification** | **Method of Notification** |
|  |  |  |  |  |
|  |  |  |  |
| Notes | | | | |

 Yes  No Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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** |
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| 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  Review electronic content/web content

Staff: (list names) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Considered history of prior student conflicts and/or

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ problematic behavior.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed changes in emotional functioning  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Investigation Findings/Evidence of Bullying:**

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

|  |  |
| --- | --- |
| **RSA 193:F State definitions of bullying:** | **Look for:** |
| Physically harmed the student | * Physical injuries * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Damaged the victim’s property | * Property damage * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Caused emotional distress to the victim | * Excessive emotional behavior * Evidence of anxiety (including physical symptoms) or being nervous and scared * Evidence of internalizing behavior – increased isolation, socially removed * Changes in school attendance, absences, tardies, dismissals * Changes in grades – school performance * Changes in affect * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Interfered with the victim’s educational  opportunities | * Changes in school attendance: absences, tardies, dismissals * Missing classes/parts of school day * Changes in grades – school performance * Changes in participation of school activities – athletics, co-curricular, etc. * Avoidance of elements of school day including school bus * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Created a hostile educational environment | * Created significant tension between students/others * Students are significantly uncomfortable * Student hostile in educational environment * Socially mal-adjusted behavior directed to student(s) * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Substantially disrupted the orderly operation  of the school | * Significant incident of disruption * Repeated evidence of school disruption * Discipline patterns * Violations of behavioral expectations that result in school disruption * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Created an ‘imbalance of power’ between  victim and perpetrator | * Bullying based on disability * Anonymity of on-line behavior * Perceived social status discrepancy * Social skills deficit/struggles exploited * Creation of social isolation * Taunting, tormenting, harassing behavior that is perceived as a power imbalance * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Included the use of electronic devices as  Defined in School Board Policy JICK | Identify at least one bullying component above that used electronic medium:   * Cell phones * Audio or visual images * Important messaging/e-mail * Gaming * Social networking * Blogs * Web content * 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 process as 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, RtI, 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 paln |  |
|  |  | 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**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 finding and the results of the investigation.

Documentation of notification:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student** | **Parent/Guardian** | **Date of Notification** | **Method of Notification** | **Notes** |
|  |  |  |  |  |
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Additional pertinent information gained during investigation: (attach a separate sheet if necessary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Investigator notes: (attach a separate sheet if necessary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR STATE REPORTING PURPOSES:**

This section is designed to collect bullying data consistent with the NH DOE reporting categories of the School Safety Survey. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments:

* Discipline referral
* Safe School report
* Superintendent/designee waiver of notification
* Parent/staff bullying report form
* Principal/designee notification of time extension for investigation
* Investigation evidence
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/designee must submit all substantiated reports of bullying to the superintendent/designee upon completion of the investigation.

Received at the SAU office on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_