

HARASSMENT OR INTIMIDATION (BULLYING) INCIDENT SCHOOL INVESTIGATION FORM

West Haven School District

School Personnel Completing Form: _____ Position: _____

Today's date: ____/____/____ School: _____
Month Day Year

PERSON REPORTING INCIDENT: Name _____

Telephone: Day _____

Evening _____

Cell _____ E-mail: _____

Place an X in the appropriate box: Student Parent/Guardian Close Adult Relative Employee

1. Name of victim: _____ Age: _____ Days absent as a result of the incident: _____

2. Name(s) of alleged offender(s) (if known): Age School/Dept. Days absent Circle One
due to incident

_____ Student

_____ Employee

_____ Other

(Please print)

Total number of alleged offenders: _____

Investigation

3. What actions were taken to investigate this incident? (*choose all that apply*)

- Interview victim Interviewed student victim's parent/guardian
- Interview alleged offender(s) Interviewed alleged offender's parent/guardian
- Interviewed witnesses Examined physical evidence
- Witness statements collected in writing Conducted student/employee record review
- Interviewed school nurse Obtained copy of police report
- Reviewed any medical information available Other (specify) _____
- Interviewed teachers and/or school staff

4. Why did the harassment or intimidation (bullying) occur (alleged motives)? (*choose all that apply*)

- Because of race Because of disability
- Because of national origin Because of physical appearance

- Because of marital status
- Because of sex
- Because of sexual orientation
- Because of gender identity
- Because of religion
- To impress others
- Just to be mean
- Other (specify) _____
- The reason is unknown

5. What corrective actions were taken in this case (*choose all that apply*)?

- None were required, this was a false allegation
- None, the incident did not warrant any corrective action
- Student/employee conference
- Student/employee warning Verbal Written
- Student/employee written reprimand
- Letter of apology
- Mediation
- Counseling
- Parent letter
- Parent phone call
- Parent conference
- Detention
- In-school suspension
- Out-of-school suspension/expulsion
- Employee suspension With pay Without pay
- Police involvement
- Other (*specify*) _____

6. Additional pertinent information gained during the interview: _____

(Attach a separate sheet if necessary)

7. Investigator notes: _____

(Attach a separate sheet if necessary)

Signature: _____ Date: _____

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.