

**EARLY ISD  
BULLYING, HARASSMENT OR INTIMIDATION INCIDENT  
SCHOOL INVESTIGATION FORM**

School Personnel Completing Form: \_\_\_\_\_ Position: \_\_\_\_\_

Today's date: \_\_\_\_\_ Campus: \_\_\_\_\_

**Person Reporting Incident** (From reporting form)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Place an **X** in the appropriate box:  Student  Parent/guardian  Close adult relative  School Staff

1. Name of student victim: \_\_\_\_\_ Age: \_\_\_\_\_ Days absent as a result of the incident: \_\_\_\_\_

2. Name(s) of alleged offender(s) (If known):	Age	School	Is he/she a student?	Days absent due to incident
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Total number of alleged offenders: \_\_\_\_\_

**INVESTIGATION**

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

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> Because of race                | <input type="checkbox"/> Because of national origin          |
| <input type="checkbox"/> Because of marital status      | <input type="checkbox"/> Because of sex                      |
| <input type="checkbox"/> Because of sexual orientation  | <input type="checkbox"/> Because of gender identity          |
| <input type="checkbox"/> Because of religion            | <input type="checkbox"/> Because of disability               |
| <input type="checkbox"/> Because of physical appearance | <input type="checkbox"/> To impress others                   |
| <input type="checkbox"/> Just to be mean                | <input type="checkbox"/> Because of another reason (specify) |
| <input type="checkbox"/> Reason is unknown              | _____  |

## Determination of Findings:

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 conference
- Student warning
- Letter of apology
- Mediation
- Counseling
- Parent letter
- Parent phone call
- Parent conference
- Detention
- In-school suspension
- Out-of-school suspension/expulsion
- 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:** \_\_\_\_\_