



**HAMILTON
COUNTY
SCHOOLS**

BULLYING / HARASSMENT / INTIMIDATION INVESTIGATION FORM

This form is to be completed to investigate reports of student bullying and copy sent to the Operations Director upon completion.

Bullying Definition: Aggressive behavior that is intentional, repeated, and involves a power imbalance.

Harassment Definition: Discriminatory behavior based on one's ethnicity, gender (including sexual orientation), disability, and/or religion.

School: _____

Who Reported Incident

Name: _____ Date: _____

Relationship to Affected Student (if any): _____

Person(s) Assigned to Investigation

Date Assigned: _____

Name: _____ Title: _____

Name: _____ Title: _____

Incident Details

Student Affected:

_____ Grade: _____ Class: _____

Student(s) Initiating Bullying/Harassment/Intimidation:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Witness: _____

Witness: _____

(Please list all witnesses including students and/or staff.)

Documentation

- ___ Written statement of student victim
- ___ Written statement of witness/bystander
- ___ Written statement of alleged offender
- ___ Interview/notification of parents
- ___ Interview of staff witness

- ___ Physical evidence (if applicable)
- ___ Medical information (if applicable)
- ___ Copy of police report (if applicable)
- ___ Copy of report form (if applicable)
- ___ Copy of incident notification (if applicable)

Action Taken

- ___ Interviewed alleged student victim
- ___ Interviewed alleged offender
- ___ Interviewed witnesses
- ___ Interviewed staff involved (list names)
- _____
- _____
- ___ Interviewed alleged student victim's parents
- ___ Interviewed alleged offender's parents

- ___ Reviewed physical evidence
- ___ Reviewed medical information
- ___ Reviewed bus incident information
- ___ Reviewed student records
- ___ Reviewed social history between parties
- ___ Considered history or prior behavior
- Other: _____
- _____
- _____

Investigation Findings of Bullying/Harassment/Intimidation Incident

_____	The Complaint is Sustained. Bullying/Harassment/Intimidation was verified.
_____	The Complaint was Not Sustained. There was not enough verifiable proof that Bullying/Harassment/Intimidation was taking place or the complaining party has refused to assist in the investigation.
_____	Unfounded. The complaint was discovered to have no merit or the complaining party has informed the investigator that the allegations were false and untrue.

Reported incident has been verified as bullying/harassment/intimidation according to investigation procedure and state law definitions.

Gesture, written, or verbal expression	Verbal fight Written or verbal threat Written note Written or verbal rumors Seclusion/Exclusion Embarrassing the student Other: _____
Physical act	Physical fight Physical Injuries Other: _____
Electronic communication	Identify the component(s) used: Cell phone Audio or visual image Instant message/email Gaming Social networking Blog Other: _____
Damage of student's property	Property damage Stolen or missing property Other: _____
Reasonable fear of harm to person or property	Fear of harm to person Fear of harm to property Other: _____
Disrupt or interfere with school's educational mission or the education of student	Changes in attendance: absences, tardies Missing classes/part of school day Changes in grades Changes in participation in school activities Avoidance of elements: lunch, bus, recess Other: _____

Follow Up/Disciplinary Action

Victim	Offender	Action Taken	Notes
		None were warranted	
		Student contract	
		Review of bullying/harassment/intimidation prevention policy	
		Conference with school administrator	
		Loss of privileges	
		Counseling interventions	
		School service work	
		Follow up/Monitoring	
		Loss of privileges/loss of bus privileges	
		Detention	
		In-school assignments or intervention programs	
		Suspension	
		Assignment to alternative education facility	

Student victim’s parent notification on completion of investigation:

Means of notification: Phone Letter Email Conference

Date: _____ Time: _____ Phone # or Email Address: _____

Student offender’s parent notification on completion of investigation:

Means of notification: Phone Letter Email Conference

Date: _____ Time: _____ Phone # or Email Address: _____

Reporting Purposes

This section is designed to collect bullying/harassment/intimidation incident data consistent with the Tennessee State Dept. of Education’s reporting categories of the Annual Incident Report and the United State Dept. of Education’s Office of Civil Rights. 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.

USDE Office of Civil Rights:

- Bullying/Harassment/Intimidation on the basis of gender
- Bullying/Harassment/Intimidation on the basis of sexual orientation
- Bullying/Harassment/Intimidation on the basis of race, color, or national origin
- Bullying/Harassment/Intimidation on the basis of disability

SDE Annual Incident Report:

- Bullying/Harassment/Intimidation of students resulted in physical injury
- Bullying/Harassment/Intimidation of students without physical injury
- Bullying/Harassment/Intimidation of teachers/staff resulted in physical injury
- Bullying/Harassment/Intimidation of teachers/staff without physical injury
- Bus incident
- Gang related incident
- Hate crime incident
- Suicide attempted
- Suicide completed

Completion of Investigation (Please send a copy of the final resolution to your Operations Director):

Signature: _____ Date: _____

Operations Director: _____ Date: _____

School Climate Office: _____ Date: _____