

# MERIDIAN PUBLIC SCHOOL DISTRICT

## BULLYING AND HARASSMENT FINAL REPORT FORM

### INCIDENT INVESTIGATION FINAL REPORT

\* All bullying incidents should be entered in PowerSchool as NCB and "Bully" as the subtype. If the bullying claim is substantiated, change the Log Type to "Bullying." All bullying incidents must be reported to MDE within 72 hours.

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

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year

|  |  |  |   |
|--|--|--|---|
| <b>Name of Person Who Reported the Incident</b> (From Reporting Form): _____ |  |  |   |
| Date of Initial Report: _____  |  | Telephone: _____                               | E-mail: _____                             |
| <input type="checkbox"/> Student   | <input type="checkbox"/> Parent/guardian | <input type="checkbox"/> Other (specify) _____ |   |
| <input type="checkbox"/> Written Report (form)                               | <input type="checkbox"/> Verbal Report   | <input type="checkbox"/> Online Report         | <input type="checkbox"/> Anonymous Report |

1. Name of alleged victim: \_\_\_\_\_ Male/ Female: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_  
(Please print) Race: \_\_\_\_\_ Disabled ☐ Yes ☐ No  
 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 (Include OSS) |
|---|-------|--------|--|---|
| _____   | _____ | _____  | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                                     |
| _____   | _____ | _____  | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                                     |
| _____   | _____ | _____  | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                                     |

(Please print)

#### INVESTIGATION

3. Parents/legal guardians of all involved were notified after the investigation was initiated. Date \_\_\_\_\_ Method \_\_\_\_\_

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

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

5. Nature of Incident: Possible reasons/alleged motives for the bullying incident (choose all that apply – be specific)

- |  |   |
|--|---|
| <input type="checkbox"/> Because of race<br><input type="checkbox"/> Because of national origin<br><input type="checkbox"/> Because of marital status<br><input type="checkbox"/> Because of gender<br><input type="checkbox"/> Because of gender identity<br><input type="checkbox"/> Because of religion<br><input type="checkbox"/> Because of disability<br><input type="checkbox"/> Because of imbalance of power | <input type="checkbox"/> Because of physical appearance<br><input type="checkbox"/> To impress others<br><input type="checkbox"/> Just to be mean<br><input type="checkbox"/> Past conflicts<br><input type="checkbox"/> Retaliation<br><input type="checkbox"/> Because of another reason (specify): _____<br><input type="checkbox"/> The reason is unknown |
|--|---|

6. Brief summary of incident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Where has the alleged bullying/harassment occurred? \_\_\_\_\_

8. Was a clear threat involved? ☐ Yes ☐ No What was said \_\_\_\_\_

9. Frequency and History: Did the alleged bullying occur at regular times/occasions/places? How often? Have any incidents occurred in the past by the same person/people? Any past incidents from a different person/people?

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10. Effects of the bullying or harassment incident:

- ☐ Disrupted school environment and the educational process
- ☐ Physical Harm. Any possible permanent effects? ☐ Yes ☐ No
- ☐ Emotional/psychological harm or discomfort
- ☐ Absenteeism
- ☐ Damage to reputation and/or relationships
- ☐ Other (specify) \_\_\_\_\_

11. What corrective actions were taken in this case?

| Unsubstantiated   | Substantiated – Level IV  |
|---|---|
| <input type="checkbox"/> Parent contact                             | <input type="checkbox"/> Parent conference                              |
| <input type="checkbox"/> Student conference                         | <input type="checkbox"/> Counseling: Details _____                      |
| <input type="checkbox"/> Student warning                            | <input type="checkbox"/> Detention – How many days _____                |
| <input type="checkbox"/> Withdrawal of privileges                   | <input type="checkbox"/> In-school suspension – How many days _____     |
| <input type="checkbox"/> Detention – How many days _____            | <input type="checkbox"/> Out-of-school suspension - How many days _____ |
| <input type="checkbox"/> In-school suspension – How many days _____ | <input type="checkbox"/> Referral to law enforcement                    |
| <input type="checkbox"/> Counseling: Details _____                  | <input type="checkbox"/> Alternative Placement                          |
| <input type="checkbox"/> Other: _____                               | <input type="checkbox"/> Other (specify) _____                          |

12. What actions were taken in this case to protect the victim (**choose all that apply in both cases of substantiated and unsubstantiated incidents**)?

- ☐ Safety plan in place
- ☐ Monitoring situation
- ☐ Schedule change
- ☐ Transportation supervision
- ☐ Recommended staff the victim can go to if they feel unsafe
- ☐ No contact directive
- ☐ Additional bullying prevention education delivered
- ☐ Following-up meeting in place
- ☐ Counseling: Details \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

13. Parents/legal guardians of all involved were notified that the investigation is complete. Date \_\_\_\_\_ Method \_\_\_\_\_

14. Parents informed of the investigation outcome and the actions taken to protect the victim. Date \_\_\_\_\_  
Informed : ☐ By Phone ☐ In Parent Conference ☐ By Letter

15. Additional pertinent information gained during investigation \_\_\_\_\_

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(Attach a separate sheet if necessary)

16. Physical evidence collected: \_\_\_\_\_

(Attach a separate sheet if necessary)

**This allegation is:**      **Substantiated** ☐      **Unsubstantiated** ☐

17. Entered into PowerSchool: ☐ Yes ☐ No

Substantiated

LOG TYPE=BULLYING, SUBTYPE BULLY

**If unsubstantiated as bullying and/or harassment, what was the infraction/subtype? (Examples: Disrespect, Misconduct, Altercation, Intimidation/Threats, Verbal Confrontation, Unauthorized Use of Technology, Other) \_\_\_\_\_**

**Investigator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Attach copies of supporting documentation (Bullying/Harassment Report Form, Witness Statement Form, all interview notes, and any physical evidence for your records. Send a copy of this form to Student Services)\*\***