

Harassment/Bullying Investigation Form

Oklahoma School Security Act (70 O.S. § 24-100.3) requires each district to “Establish a procedure for investigation of all incidents of harassment, intimidation, bullying, or threatening behaviors reported to school officials for the purpose of determining the severity of the incidents and their potential to result in future violence.” This form will assist districts in investigating reported incidents of such behavior.

Person(s) Assigned to Investigation

Date Assigned: _____

Name: _____ Title: _____

Name: _____ Title: _____

Incident Details

Student Affected:

Grade: _____ Class: _____

Student(s) Initiating Bullying/Harassment:

Grade: _____ Class: _____

Grade: _____ Class: _____

Witness: _____

Witness: _____

Please list all witnesses including students and/or staff.

Documentation

- | | |
|---|--|
| <input type="checkbox"/> Written statement of student victim | <input type="checkbox"/> Physical evidence (if applicable) |
| <input type="checkbox"/> Written statement of witness/bystander | <input type="checkbox"/> Medical information (if applicable) |
| <input type="checkbox"/> Written statement of alleged offender | <input type="checkbox"/> Copy of police report (if applicable) |
| <input type="checkbox"/> Interview/notification of parents | <input type="checkbox"/> Copy of report form (if applicable) |
| <input type="checkbox"/> Interview of staff witness | <input type="checkbox"/> Copy of incident notification (if applicable) |

Action Taken

- | | |
|---|--|
| <input type="checkbox"/> Interviewed alleged student victim | <input type="checkbox"/> Reviewed physical evidence |
| <input type="checkbox"/> Interviewed alleged offender | <input type="checkbox"/> Reviewed medical information |
| <input type="checkbox"/> Interviewed witnesses | <input type="checkbox"/> Reviewed bus incident information |
| <input type="checkbox"/> Interviewed staff involved (list names) | <input type="checkbox"/> Reviewed student records |
| _____ | <input type="checkbox"/> Reviewed social history between parties |
| _____ | <input type="checkbox"/> Considered history of prior behavior |
| _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Interviewed alleged student victim's parents | _____ |
| <input type="checkbox"/> Interviewed alleged offender's parents | _____ |

Investigation Findings of Harassment/Bullying Incident

_____	The Complaint is Sustained. Bullying or Harassment was verified.
_____	The Complaint was Not Sustained. There was not enough verifiable proof that Bullying or Harassment 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 according to investigation procedure and state law definitions.

<input type="checkbox"/> Gesture, written, or verbal expression	<input type="checkbox"/> Verbal fight <input type="checkbox"/> Written or verbal threat <input type="checkbox"/> Written note <input type="checkbox"/> Written or verbal rumors <input type="checkbox"/> Seclusion <input type="checkbox"/> Embarrassing the student <input type="checkbox"/> Other: _____
<input type="checkbox"/> Physical Act	<input type="checkbox"/> Physical fight <input type="checkbox"/> Physical injuries <input type="checkbox"/> Other: _____
<input type="checkbox"/> Electronic communication	Identify the component used: <input type="checkbox"/> Cell phone <input type="checkbox"/> Audio or visual image <input type="checkbox"/> Instant message/email <input type="checkbox"/> Gaming <input type="checkbox"/> Social Networking <input type="checkbox"/> Blog <input type="checkbox"/> Other: _____
<input type="checkbox"/> Damage of student's property	<input type="checkbox"/> Property damage <input type="checkbox"/> Stolen or missing property <input type="checkbox"/> Other: _____
<input type="checkbox"/> Reasonable fear of harm to person or property	<input type="checkbox"/> Fear of harm to person <input type="checkbox"/> Fear of harm to property <input type="checkbox"/> Other: _____
<input type="checkbox"/> Disrupt or interfere with school's educational mission or the education of student.	<input type="checkbox"/> Changes in attendance: absences, tardies <input type="checkbox"/> Missing classes/parts of school day <input type="checkbox"/> Changes in grades <input type="checkbox"/> Changes in participation of school activities <input type="checkbox"/> Avoidance of elements: lunch, bus, recess <input type="checkbox"/> Other: _____

Follow Up/Disciplinary Action

Victim	Offender	Action Taken	Notes
		None were warranted	
		Student contract	
		Review of bullying prevention policy	
		Conference with principal	
		Loss of privileges	
		Counseling interventions	
		School service work	
		Follow up/Monitoring	
		Loss of privileges on bus/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:

Date of notification: _____ Means of notification: Phone Letter Conference

Student offender's parent notification on completion of investigation:

Date of notification: _____ Means of notification: Phone Letter Conference

Reporting Purposes

This section is designed to collect bullying incident data consistent with the Oklahoma State Department of Education's reporting categories of the Annual Incident Report and the United States Department 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 on the basis of gender
- Bullying on the basis of sexual orientation
- Bullying on the basis of race, color, or national origin
- Bullying on the basis of disability

SDE Annual Incident Report

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

Completion of Investigation

Signature: _____ Date: _____