

FOR ADMINISTRATIVE USE ONLY:

Attach any supporting documentation/evidence of the investigation.

Use a separate form for each alleged perpetrator.

Alleged Information 1st offense repeat offender/alleged

Name: _____ Grade _____ School _____

Parent Information (if student) _____ Contact Number _____

Address _____

INITIAL PARENT CONTACT DOCUMENTATION (MUST BE BY PHONE AND IN WRITING)

Parent contact of alleged perpetrator: By phone date: _____ By writing date: _____ US Mail Electronic

Parent contact of alleged victim: By phone date: _____ By writing date: _____ US Mail Electronic

Investigation Details:

Summary of Investigative action (Attach additional pages if needed)

Bullying Behavior Substantiated

Bullying Behavior Unsubstantiated

Harassment Behavior Substantiated

Harassment Behavior Unsubstantiated

Was Bullying/Harassment behavior related to: Race? Sex? Disability? Not Applicable

Action Taken: (describe) _____

Resulted in School Discipline Referral Yes No If yes, Referral # _____

Investigation turned over to Law Enforcement (complete below)

Name of Law Enforcement personnel notified: _____

Agency _____ ID # _____ Date/Time _____

Case # _____

Administrator/Designee Signature: _____ Date _____

PARENT CONTACT AT CONCLUSION OF INVESTIGATION (MUST BE BY PHONE AND IN WRITING)

Parent contact of alleged perpetrator: By phone date: _____ By writing date: _____ US Mail Electronic

Parent contact of alleged victim: By phone date: _____ By writing date: _____ US Mail Electronic

ALL COMPLETED INVESTIGATIONS (Substantiated & Unsubstantiated) MUST BE SENT TO THE OFFICE OF STUDENT SERVICES