

Directions: In accordance with Act 861 of the 2012 Legislative Session, this form is to be used to investigate and document the details of each reported incident of bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to or from school.

Date of Report:	School Name:	
District:	Date of incident:	Time of incident (if known):

INTERVIEWS CONDUCTED: (Check all that apply and attach a separate sheet if necessary.)

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Interviewed Reporter **Name:** _____ **Date:** _____

Description of alleged bullying:

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Interviewed Alleged Victim(s) **Name(s):** _____ **Date:** _____

Description of alleged bullying:

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Interviewed Alleged Offender(s) **Name(s):** _____ **Date:** _____

Description of alleged bullying:

.....

Interviewed Witness(es) **Name:** _____ **Date:** _____

Name: _____ **Date:** _____

Name: _____ **Date:** _____

Description of alleged bullying:

Interviewed Parent(s)/Guardian(s) of Alleged Victim: Name(s): _____ Date: _____

Summary of the interview:

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Interviewed Parent(s)/Guardian(s) of Alleged Offender: Name(s): _____ Date: _____

Summary of the interview:

Any prior documented incidents by the alleged offender? Yes No

DOCUMENTATION AND NOTIFICATION REQUIREMENTS		
Date of incident report:	Date investigation began:	Date investigation completed:

INVESTIGATION DETERMINATION			
Name(s) of alleged victim(s)	Age	Sex	Grade
Name(s) of alleged offender(s)	Age	Sex	Grade
Name(s) of witness(es), if applicable			

Where did the incident happen (choose all that apply)?

- Classroom
 Lunchroom
 School Bus
 Locker Room/Area
 Restroom
 Hallway
 Bus Stop
 Parking Lot
 On the way to/from school
 Playground
 Internet
 Cell Phone
 At a school sponsored activity or event off school property
 Other (Please Specify) _____

Check all items below that apply:

VERBAL
<input type="checkbox"/> Name-calling <input type="checkbox"/> Taunting/ridiculing <input type="checkbox"/> Mocking <input type="checkbox"/> Making offensive comments <input type="checkbox"/> Teasing <input type="checkbox"/> Demeaning comments <input type="checkbox"/> Other (please state) _____
PHYSICAL
<input type="checkbox"/> Kicking <input type="checkbox"/> Hitting/punching <input type="checkbox"/> Pushing <input type="checkbox"/> Pinching <input type="checkbox"/> Stalking <input type="checkbox"/> Inappropriate touching <input type="checkbox"/> Other (please state) _____
EMOTIONAL
<input type="checkbox"/> Offensive graffiti <input type="checkbox"/> Excluding from group <input type="checkbox"/> Spreading rumors <input type="checkbox"/> Being forced to do something against his/her will <input type="checkbox"/> Taking possessions/money <input type="checkbox"/> Other (please state) _____
ELECTRONIC AGGRESSION
<input type="checkbox"/> Offensive text messages <input type="checkbox"/> Offensive e-mails <input type="checkbox"/> Sending degrading images <input type="checkbox"/> Posting rumors or lies about someone <input type="checkbox"/> Assuming a person's electronic identity with the intent of causing harm <input type="checkbox"/> Other (please state) _____

Physical evidence, if available:
 Graffiti
 Notes
 E-mail
 Websites
 Video/Audio

Incident reported to parent/guardian of **alleged victim** within one school day of receipt of bullying complaint?

Yes
 No
Initials of school official: _____

Incident reported to parent/guardian of **alleged offender** within one school day of receipt of bullying complaint?

Yes
 No
Initials of school official: _____

Additional pertinent information gained during investigation: (attach a separate sheet if necessary)

Based on this investigation, the school administration determines the following:

There was a determination of bullying? Yes No

Yes – Take prompt and appropriate disciplinary actions pursuant to R.S. 17:416 and 416.2

No – If a violation of the another provision in the student code of conduct, take appropriate action.

Upon completion of an investigation, the principal/designee will notify the reporter and parents/legal guardian of the students involved of the findings and the result of the investigation.

Student	Parent/Guardian	Date of Notification	Method of Notification	Notes

Summary of Investigation:

Principal/Designee Signature:	Date:
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