

REPORT OF STUDENT BULLYING, HARASSMENT, & ABUSE FORM – Step 1

(Student aggression may be eventually determined to be a harassment, intimidation, bullying, or peer conflict)

Name of Investigator: _____ **Date:** _____

Names(s) of person(s) filing the Aggression Form: _____

Describe in detail the student aggression incident: _____

(Please attach additional pages if needed.)

Date of Alleged Aggression: _____

Name of Alleged Target/Victim	Grade of Alleged Target/Victim

Name of Alleged Bully/Harasser	Grade of Alleged Bully/Harasser

Name of Witness	Grade of Witness

Next Step: Investigate and interview all parties involved.

INTERVIEW VICTIM/TARGET PROCEDURE/GUIDELINE – Step 2

Interview the alleged Victim/Target:

- If the alleged victim/target wishes, allow a support person of his/her choice to be present during the interview.
- It may be appropriate, given the age of the child, or other circumstances, to interview parents, guardians, teachers, or other adults who can provide information regarding the alleged incident and its effect on the student.

Describe investigation process to the alleged Victim/Target:

- Indicate that confidentiality will be maintained to the extent possible. Tell the victim/target that although you will try to keep their name confidential that you may have to share with the accused their name along with the allegations. Tell them that you will also be reminding the accused about the district policy against retaliation.
- The alleged bully/harasser and any witnesses will also be interviewed;
- A written report will be prepared;
- The final determination regarding what action, if any, will be taken as specified in the district policy.

Ask the alleged Victim/Target:

- How were you hurt or harmed? Describe what happened.
- Where did the incident take place? Did the incident occur on the bus or waiting for the bus?
- Has this happened before? If yes, how many times? When?
- Were there witnesses? If yes who?
- Did the alleged bully/harasser's remarks/actions cause you to change the way you normally act?
- Have you missed any school, school events, or felt unsafe on the bus because of the remarks/actions?
- Has your schoolwork been affected?
- Have you made any changes to your participation at school, school events, riding the bus?
- Ask the alleged victim what he/she thinks should be done. What can be done to help you feel better/safer?
- Ask the alleged victim to immediately tell someone in authority if the alleged harasser or anyone else confronts him/her regarding the investigation.

Document:

- Ask the alleged victim to write and sign a statement of his or her version of the facts. Keep notes of the interview process. Try to determine if the alleged victim is telling the truth. Remember that the alleged victim may be scared, nervous, hurt, or embarrassed. These feelings can often result in unexpected and inappropriate reactions (i.e. laughing, getting angry, etc.). Lack of perceived credibility of the alleged victim is not grounds to abandon an investigation. The investigation policies and procedures must be followed.
 - Note the student's body language. Does the student sound believable or does his/her story sound made-up?
 - Does the student have reason to lie? Does the student seem reluctant or refuse to relate specifics?
- Instruct the alleged victim to keep everything regarding the interview confidential.

INTERVIEW WITNESS PROCEDURE/GUIDELINE – Step 3

- If possible, do not reveal the identity of either the alleged victim or alleged bully/harasser to the witness at the beginning of the interview but tell him/her the reason for the interview.
- Ask broad questions.
- If the witness does not offer information, ask if he/she saw or heard anything that the witness may feel was either bullying or harassment.
- Ask the witness for all information regarding the incident(s) he/she may have.
- Distinguish between firsthand and secondhand (hearsay) knowledge. Instruct the witness to keep everything regarding the interview confidential.
- Inform the witness that retaliation against the alleged victim or any of the witnesses is prohibited.

Documentation:

- Ask each witness to write and sign a statement setting forth his/her version of the facts. Keep notes of the interview process.

INTERVIEW BULLY/HARASSER/ABUSER PROCEDURE/GUIDELINE – Step 4

Interview the alleged Bully/Harasser/Abuser

- If the alleged bully/harasser wishes, allow a support person of his/her choice to be present during the interview.
- Explain:
 - Allegations of harassment/bullying have been made against the individual and that the purpose of the interview is to investigate the complaint.
 - The alleged victim was interviewed and any witnesses will also be interviewed.
 - A written report will be prepared.
 - The final determination regarding what action, if any, will be taken as specified in the district policy.
- State that the school takes all allegations of harassment/bullying seriously, and that harassment/bullying is not tolerated and that each complaint of bullying/harassment is fully investigated.
- Ask if the alleged bully/harasser knows why the allegations would have been made against him/her.

Due Process

- Ask the alleged bully/harasser to offer his/her version of the facts. The interview will give the student a chance to tell his/her side of the story. Explain the investigation process. Indicate that confidentiality will be maintained to the extent possible. Explain that no decision has yet been made as to the truth of the allegations. If necessary, identify the victim. Provide the alleged bully/harasser an opportunity to set forth whether he/she has had recent interactions with the alleged victim.
- Determine if the alleged bully/harasser has any witnesses to back-up his/her statements.
- If the alleged bully/harasser denies that the incident occurred, ask if he/she has had any contact with the alleged victim.
- Instruct the alleged bully/harasser to keep everything regarding the interview confidential.
- Inform the alleged bully/harasser that retaliation against the alleged victim or any of the witnesses is prohibited.

Documentation:

- Have alleged bully/harasser write and sign a statement of his/her version of the facts.
- Keep notes of the interview process.

Note: At this point, the investigator may now have enough information to determine those areas of agreement between the alleged victim's and alleged bully/harasser's versions of the incident. If necessary, additional questions can be asked. Also, if the investigator has reason to believe that a child under the age of 18 years has been abused, abandoned, or neglected, the investigator must cause a report to be made to law enforcement and Health & Welfare within 24 hours.

ADOPTED: January 19, 2016