RANDOLPH PUBLIC SCHOOLS

Internal Investigation Reporting Form
Bullying and/or Harassment/Discrimination

Part I: Background Information

Section I: Reporter Information

***Report made via Civil Rights/Bullying Reporting Form? <u>ATTACH AND PROCEED TO PG. 2</u>**

****If report received via other means, complete this Reporting page:**

Date of Report:	

School:	

Name of Person Taking Report:		Title:	

Name of Reporter (or Anonymous):		Relationship to Target:	

Section II: Initial Report

Name of Target:		Grade:	

Name of Aggressor(s)/Perpetrator(s):		Grade:	

Potential Witnesses:

Name	Role (Student, Staff, Parent, etc.)

Date & Time of Incident(s):	

Location of Incident(s):	

Description of Incident:

Describe the details of the incident *AS INITIALLY REPORTED* to the school (including names of the people involved, what occurred and what each person did and said, including specific words used)

Created by Murphy, Lamere & Murphy, P.C., 1/2018

Special Considerations:

Was the reported bullying, harassment or discrimination based on the target's membership in a protected class (race/color, religion/creed, national origin, sexual orientation, sex, gender identity, age, disability, veterans status, citizenship)? (Yes/No)	
If yes, specify:	
If yes, develop Interim Measures and make Civil Rights Considerations (see below)	

Is there reasonable suspicion that a crime occurred? (Yes/No)			
Was the school resource officer notified? (Yes/No)			
Reported to:		On (Date):	
Were any other law enforcement personnel notified? (Yes/No)			
Reported to:		On (Date):	

Is there reasonable suspicion of child abuse or neglect? (Yes/No)			
Was DCF notified? (Yes/No)			
Reported to:		On (Date):	
Specify relevant details:			

Support Plan (Bullying)/Interim Measures (Civil Rights):

Was a Support Plan/Interim Measures put into place? (Yes/No)	
If yes, specify:	
Were any Aggressors/Perpetrators removed from school or work on an emergency basis or placed on leave? (Yes/No)	
If yes, specify:	

Signature of person taking report: _____ Date _____

Created by Murphy, Lamere & Murphy, P.C., 1/2018

Part II: Investigation Report

Section I: Summary of Investigation

Name of Investigator(s):		Title(s)	

Interviews: *(copy and paste blank interview sections as needed)*

Unless circumstances dictate otherwise, the Target of the alleged behavior should be interviewed first followed by any witnesses and finally the aggressor(s).

MAKE SURE TO NOTIFY ALL PARTICIPANTS IN THE INVESTIGATION OF THE DISTRICT POLICY PROHIBITING RETALIATION.

Name	Participant Role (Target/Aggressor/Perpetrator/Witness)	Date of Interview
Summary of Interview (*use additional sheet if necessary*):		

Name	Participant Role (Target/Aggressor/Perpetrator/Witness)	Date of Interview
Summary of Interview (*use additional sheet if necessary*):		

Describe any evidence that was examined during the investigation process including documents, video footage, text messages, social media, screenshots, etc. Take steps to preserve evidence as necessary.

Has the Aggressor/Perpetrator had prior documented incidents of a similar nature? (Y/N/NA)	
If yes, have incidents involved Target or Target Group? (Y/N/NA)	
Any previous incidents with findings of harassment, bullying or, retaliation? (Y/N/NA)	

Civil Rights Considerations – Investigation of School Culture/Climate

Summary of Investigation (*use additional sheet if necessary)*:	

Section II: Conclusions

Findings	
Is there sufficient evidence to support a finding that there was a violation of the District's policies on: (place an 'X' in the appropriate boxes if there is a finding)	
Bullying	
Civil Rights Based Harassment/Discrimination	
Hazing	
Describe any additional violations of the Code of Conduct found during the investigation below	

Civil Rights Considerations	
Was the student targeted **due to actual or perceived differentiating characteristics**, such as race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability? (Y/N)	
If 'YES' above, please describe below	
If 'Yes' above, describe ways in which the climate and culture of the school was considered to have contributed to the incident?	

Section III: Follow-Up

Notification of Findings:

	Notify Target of Findings (verbal and written)
	Notify Aggressor(s)/Perpetrator(s) of Findings (verbal and written)

Action(s) Taken: (Mark any actions taken as a result of this incident)

	Individual Education
	Individual Training
	Community Service
	Loss of Privileges
	Detention
	Suspension
	Other (describe):

Other responsive measures:

Is additional staff or student education/training necessary? (Yes/No)	
If so, describe:	

Follow-Up Contacts/Monitoring: *(add rows as needed)*

Name	Role (Target/Aggressor/Witness/Parent or Guardian)	Date of Follow-up	Method (Phone/Email/Letter)
	Central Office		
	Law Enforcement		
	Special Education		

Safety & Support Planning

If finding of Bullying or Harassment/Discrimination, a Safety Plan must be developed for the Target(s) of the behavior. If there is no finding, a Support Plan may be developed for any persons involved in the investigation as appropriate.

Plan Developed for **Target(s)** (Safety/Support or N/A)		Follow-up Date:	
Plan Developed for Witnesses? (Safety/Support or N/A)		Follow-up Date:	

Date Report Forwarded to Principal		Principal Initials	
Date Report Forwarded to Central Office		Central Office Initials	

Investigator Signature: _____ Date:_____