

Name of Alleged Victim:  
 Date (MM/DD/YEAR):  
 Date of Birth (MM/DD/YEAR):  
 Filed Until:

1) **PROTECTED CLASS**

<u>Guiding Question</u>	Is the alleged policy violation (either actual or perceived) based on a protected class (including race/national origin, religion, sex, disability, sexual orientation)?
<u>Examples</u>	Including, but not limited to: slurs, taunts, jokes, insults, demeaning/sterotyping comments, cartoons, and/or pictures, ethnic characteristics
#N/A	

2) **DETERMINATION OF LEVEL OF NECESSARY INVESTIGATION**

<u>Guiding Question</u>	Is further investigation warranted based on the nature of the alleged violation?
<u>Considering Factors</u>	Including, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator, the ages of the parties involved; the detail, content and context of the report; whether this report is the first of its type filed against the alleged perpetrator.
#N/A	

Rationale

3) A) **POTENTIAL INVESTIGATORY STEPS (DETERMINED BY ADMINISTRATOR)**

Investigatory Step
Investigatory Step
Investigatory Step
Investigatory Step
Additional Comments

3) B) **BULLYING DEFINITION**

<u>Guiding Question</u>	Does the alleged incident meet the bullying definition as stated in NDCC 15.1-19-17?
#N/A	
<u>Definition Explanation</u>	

4) A) **DISCIPLINARY AND CORRECTIVE MEASURES (IF MEETING DISTRICT BULLYING DEFINITION)**

Action Taken
Action Taken
Action Taken
Additional Comments

**CONTINUE TO STEP 5**

4) **B) DISCIPLINARY AND CORRECTIVE MEASURES (IF NOT MEETING DISTRICT BULLYING DEFINITION)**

Guiding Question Does the misconduct meet the parameters of other district discipline policies?

#N/A

Additional Comments

4) **C) DISCIPLINARY AND CORRECTIVE MEASURES (INITIATED OFF CAMPUS AND RECEIVED ON CAMPUS)**

Guiding Question Has the bullying substantially disrupted the educational environment or posed a true threat?

#N/A

Action Options 1

Action Options 1

Action Options 1

Action Options 2

Action Options 2

Action Options 2

Additional Comments

**CONTINUE TO STEP 5**

5) **STAFF MEMBER INVOLVEMENT**

Guiding Question Is the perpetrator a staff member?

#N/A

Action Options

Action Options

Additional Comments

**CONTINUE TO STEP 6**

6) **VICTIM PROTECTION STRATEGIES**

Guiding Question Have the parents been notified and has a victim protection strategy been implemented?

#N/A

Strategies

Strategies

Strategies

Strategies

Additional Comments

7) **Notification of Authorities**

Guiding Question Do you have reasonable suspicion that a crime has taken place?

#N/A

Name of Claimant	
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ACEA-E5

<b><u>Essential Questions to Consider When Interviewing Claimant</u></b>	<b><u>Response/Follow-Up</u></b>
What exactly occurred or was said?	
Who was involved in the alleged misconduct?	
When did it occur and is it still ongoing?	
Where did it occur? How often did it occur?	
What exactly did you personally see or hear?	
How did it affect you?	
How did you react?	
What response did you make when the incident(s) occurred or afterwards?	
Are there any persons who have relevant information?	
Was anyone present when the alleged incident occurred?	
Did you tell anyone about it?	
When did you tell anybody about it?	
Did anyone see you immediately after the alleged incident?	
Did the perpetrator do the same thing to anyone else that you know about?	
Do you know whether anyone complained about the perpetrator?	
Are there any notes, physical evidence or other documentation regarding the incident(s)?	
How would you like to see the situation resolved?	
Do you know of any other relevant information?	
Name of Alleged Perpetrator	

<b><u>Essential Questions to Consider When Interviewing Alleged Perpetrator</u></b>	<b><u>Response/Follow-Up</u></b>
What exactly occurred or was said?	
Who was involved in the alleged misconduct?	
When did it occur and, if so, is it still ongoing?	
How did you react?	
Are there any persons who have relevant information?	
Was anyone present when the alleged incident occurred?	
Did you tell anyone about it?	
When did you tell anybody about it?	
Did anyone see you immediately after the alleged incident?	
Are there any notes, physical evidence or other documentation regarding the incident(s)?	

Do you know of any other relevant information?	
Name of Alleged Witness	

<b><u>Essential Questions to Consider When Interviewing Witnesses</u></b>	<b><u>Response/Follow-Up</u></b>
Who was involved in the alleged misconduct?	
What exactly occurred or was said?	
What did the alleged perpetrator say to you about the incident(s) in question?	
When did he/she tell you this?	
What exactly did you personally see or hear?	
When did it occur and is it still ongoing?	
Where did it occur? How often did it occur?	
How did it affect you?	
How did you react?	
What response did you make when the incident(s) occurred or afterwards?	
Was anyone present when the alleged incident occurred?	
Did you tell anyone about it? When?	
Did anyone see you immediately after the alleged incident?	
Did the perpetrator do the same thing to anyone else that you know about? Do you know if this person has ever been reported before?	
Are there any notes, physical evidence or other documentation regarding the incident(s)?	
How would you like to see the situation resolved?	
Do you, or would anyone else, have any additional relevant information?	
Name of Corroborating Witness	

<b><u>Essential Questions to Consider When Interviewing Corroborating Witnesses</u></b>	<b><u>Response/Follow-Up</u></b>
What exactly did you personally see or hear?	
What did the complainant say to you about the incident(s) in question?	
When did he or she tell you this?	
What did the alleged perpetrator say to you about the incident(s) in question?	
When did he or she tell you this?	