

Unadilla Valley Central School DASA BULLYING INVESTIGATION FORM

Investigation Start Date:

Name of student target:

Grade:

Name(s) of alleged aggressor(s):

Grade:

Investigation

Review & Attach *Incident Reporting Form*

Review students :discipline and school records (include: IEP, 504s)

Consult as needed with additional staff (e.g. SPED Liaison, METCO advisor, counselor, nurse). Include names here:

Determine which additional staff, if any, needs to be present during interviews and/or decision process.

Conduct student interviews.

Read back to each student a summary of his or her account to ensure accuracy of your notes>

If physical injury occurred, ask nurse to examine target.

The following checked items are attached to this report:

Incident Reporting Form (if available)

Print-outs of electronic evidence (IMs, texts, etc.)

Copies of other evidence

Nurse report(s)

Police report(s)

Written statements from interviewees, reporters, etc.

Determination:

Check all that apply:

repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (must include at least one of the following)

causes a **physical or emotional harm** to the target or damage to the target's property;

places the target in **reasonable fear of harm to self** or damage to personal property;

creates a **hostile environment** at school for the target;

infringes on the rights of the target at school or;

Materially and **substantially disrupts the education process** or the orderly operation of the school.

retaliation from reporting of a previous incident

Provide brief description of the nature of the bullying (if any):

Provide final determination:

Incidents **did not** meet the standard of bullying

Bullying has occurred and will be dealt with in-house

Criminal bullying has occurred and police should be notified of possible criminal charges

Response Plan (if any)

Disciplinary Actions:

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. Do not file in cumulative record.

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Remediation Actions:

- Behavioral Remediation Agreement* attached
- Individual Behavior Plan* attached (repeat offenders only)

Notification and Documentation

- Parent(s) Guardian(s) of the target
- Parent(s) Guardian(s) of the aggressor
- School information system (student files)
- School alert system (if necessary)
- Counselor of target
- Counselor of aggressor
- Special Education (for repeat offenders)
- Police (if criminal charges are to be pursued)
- Other schools, coaches, and staff members (as appropriate) for implementing the disciplinary, remediation, and student safety actions. Please describe:

Administrator/Investigator Signature:

Date: