



# SAU # 19 School Bullying Investigation Form

JICK-R

Serving the Communities of Dunbarton, Goffstown, and New Boston  
11 School Street  
Goffstown, NH 03045

**School Information:**

School:       GLS       BES       MAES       MVMS  
                  GHS       DES       NBCS       Other: \_\_\_\_\_

*This School Bullying Investigation Form is to be used to document the investigation and comply with the reporting requirements for all alleged incidents of school bullying consistent with RSA 193:F and School Board Policy JICK.*

**REPORTING:** Complete one School Bullying Investigation Form for each alleged victim.

School Administrator completing form: \_\_\_\_\_ Position: \_\_\_\_\_

Date reported to Principal/Designee: \_\_\_\_\_ Time reported to Principal/Designee: \_\_\_\_\_

Required investigation completion date (reported date + 10 days): \_\_\_\_\_

Person reporting incident: Name: \_\_\_\_\_ Role: \_\_\_\_\_

Name of Alleged Victim	Age	School	Grade	Notes

Name(s) of Alleged Perpetrator(s)	Age	School	Grade	Notes

Date(s) of incident: \_\_\_\_\_

Developed October 2010

This form is to be confidentially maintained in accordance with the Family Educational Rights Privacy Act, 20 U.S.C. § 1232g.

Location of incident: (Check all that apply)

- on school property: \_\_\_\_\_  at school sponsored event or activity: \_\_\_\_\_  
 on school bus: \_\_\_\_\_  off campus: \_\_\_\_\_

Description of alleged bullying:

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**INVESTIGATION:**

Police Reporting under Safe Schools:

- discretionary  
 mandatory

Date: \_\_\_\_\_

Investigation began within 5 days of bullying being reported?  Yes  No

Date investigation began: \_\_\_\_\_ Initials: \_\_\_\_\_

Superintendent/designee grants principal/designee a waiver of parental/guardian notification in writing?

- Yes  No Waiver attached?  Yes  No Initials: \_\_\_\_\_

Incident reported to parent/guardian of alleged victim within 48 hours of receipt of bullying complaint?

- Yes  No Initials: \_\_\_\_\_

Student	Parent/Guardian	Date of Notification	Time of Notification	Method of Notification

Notes:

Incident reported to parent/guardian of alleged perpetrator(s) within 48 hours of receipt of bullying complaint?  Yes  No Initials: \_\_\_\_\_

Student	Parent/Guardian	Date of Notification	Time of Notification	Method of Notification
Notes:				

What actions were taken to investigate this incident? (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Interviewed alleged student victim                           | <input type="checkbox"/> Interviewed alleged student victim's parent/guardian                       |
| <input type="checkbox"/> Interviewed alleged perpetrator(s)                           | <input type="checkbox"/> Interviewed alleged perpetrator's parent(s)/guardian(s)                    |
| <input type="checkbox"/> Interviewed witnesses  | <input type="checkbox"/> Examined physical evidence: _____  |
| <input type="checkbox"/> Witness statements collected in writing                      | _____   |
| <input type="checkbox"/> Interviewed school nurse                                     | _____   |
| <input type="checkbox"/> Interviewed guidance, school psychologist                    | <input type="checkbox"/> Reviewed academic records: _____   |
| <input type="checkbox"/> Reviewed medical information                                 | <input type="checkbox"/> Reviewed student records: _____  |
| <input type="checkbox"/> Reviewed bus incident report                                 | <input type="checkbox"/> Reviewed student attendance  |
| <input type="checkbox"/> Reviewed social history between parties                      | <input type="checkbox"/> Reviewed video surveillance: _____   |
| <input type="checkbox"/> Interviewed teachers and/or school staff: (list names) _____ | <input type="checkbox"/> Reviewed electronic content/web content                                    |
| _____   | <input type="checkbox"/> Considered history of prior student conflicts and/or problematic behavior. |
| _____   | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Reviewed changes in emotional functioning                    | _____   |
|   | _____   |

**Investigation Findings/Evidence of Bullying:**

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Instructions: Check both the column on the left and right for all that apply.

<b>RSA 193:F State definitions of bullying:</b>	<b>Look for:</b>
<input type="checkbox"/> Physically harmed the student	<input type="checkbox"/> physical injuries <input type="checkbox"/> other: _____
<input type="checkbox"/> Damaged the victim's property	<input type="checkbox"/> property damage <input type="checkbox"/> other: _____
<input type="checkbox"/> Caused emotional distress to the victim	<input type="checkbox"/> excessive emotional behavior <input type="checkbox"/> evidence of anxiety (including physical symptoms) or being nervous and scared <input type="checkbox"/> evidence of internalizing behavior – increased isolation, socially removed <input type="checkbox"/> changes in school attendance: absences, tardies, dismissals <input type="checkbox"/> changes in grades – school performance <input type="checkbox"/> changes in affect <input type="checkbox"/> other: _____
<input type="checkbox"/> Interfered with the victim's educational opportunities	<input type="checkbox"/> changes in school attendance: absences, tardies, dismissals <input type="checkbox"/> missing classes/parts of school day <input type="checkbox"/> changes in grades – school performance <input type="checkbox"/> changes in participation of school activities – athletics, co-curricular, etc. <input type="checkbox"/> avoidance of elements of school day including school bus <input type="checkbox"/> other: _____
<input type="checkbox"/> Created a hostile educational environment	<input type="checkbox"/> created significant tension between students/others <input type="checkbox"/> students are significantly uncomfortable <input type="checkbox"/> student hostile in educational environment <input type="checkbox"/> socially mal-adjusted behavior directed to student(s) <input type="checkbox"/> other: _____

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<input type="checkbox"/> Substantially disrupted the orderly operation of the school	<input type="checkbox"/> significant incident of disruption <input type="checkbox"/> repeated evidence of school disruption <input type="checkbox"/> discipline patterns <input type="checkbox"/> violations of behavioral expectations that result in school disruption <input type="checkbox"/> other: _____
<input type="checkbox"/> Created an 'imbalance of power' between victim and perpetrator	<input type="checkbox"/> bullying based on disability <input type="checkbox"/> anonymity of on-line behavior <input type="checkbox"/> perceived social status discrepancy <input type="checkbox"/> social skills deficit/struggles exploited <input type="checkbox"/> creation of social isolation <input type="checkbox"/> taunting, tormenting, harassing behavior that is perceived as a power imbalance <input type="checkbox"/> other: _____
<input type="checkbox"/> Included the use of electronic devices as defined in School Board Policy JICK	Identify at least one bullying component above that used electronic medium: <input type="checkbox"/> cell phones <input type="checkbox"/> audio or visual images <input type="checkbox"/> instant messaging/e-mail <input type="checkbox"/> gaming <input type="checkbox"/> social networking <input type="checkbox"/> blogs <input type="checkbox"/> web content <input type="checkbox"/> other: _____

**INVESTIGATION DETERMINATION:**

Based on this investigation, school administration determines the following:

1. In the 'evidence of bullying' section above, there was at least one 'investigation finding'.
  - Yes - proceed to next section
  - No - stop bullying investigation and process as standard discipline investigation
2. Does this investigation conclude that this incident is a single significant incident?

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- Yes - this is a substantiated incident of bullying – proceed to next section
  - No - proceed to section below
3. Does this investigation conclude that this incident is a pattern of incidents?
- Yes - this is a substantiated incident of bullying – proceed to next section
  - No - stop bullying investigation and proceed as a standard discipline investigation

**INTERVENTIONS/CONSEQUENCES (CHECK ALL THAT APPLY):**

<b>Victim</b>	<b>Perpetrator</b>	<b>Intervention / Consequences</b>	<b>Notes</b>
		None were warranted	
		Student conference(s) with administrator	
		Positive behavioral interventions	
		Teacher notification plan	
		Other school staff notification	
		Parent meeting(s)	
		Referral to 504, Rtl, special education team	
		Counseling/therapeutic interventions	
		Silent mentor program	
		Safe person plan	
		Check in – Check out assigned	
		Bullying prevention plan to be developed	
		Follow up / Monitoring	
		Unstructured areas safety plan	
		School bus planning/notification	
<b>Victim</b>	<b>Perpetrator</b>	<b>Intervention / Consequences</b>	<b>Notes</b>

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		Loss of privileges	
		Detention	
		In-school suspension	
		AES: Alternative to External Suspension	
		Out-of school suspension	
		Other (specify):	

Additional Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTIFICATION REQUIREMENTS:**

- Yes  No Investigation completed within 10 days of receiving initial report? Initials: \_\_\_\_\_  
 Yes  No Superintendent/designee granted an extension of up to 7 school days to complete investigation.

└─┬─> Principal/designee must notify in writing all parties involved in this investigation of the granting of the extension.

Notification date: \_\_\_\_\_ Initials: \_\_\_\_\_

***\* Attach copies of notification***

Within 10 school days of completing an investigation, the principal/designee will notify the parents of the students involved of the findings and the result of the investigation.  
 Documentation of notification:

Student	Parent/Guardian	Date of Notification	Method of Notification	Notes

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

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Investigator notes: (attach a separate sheet if necessary)

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**FOR STATE REPORTING PURPOSES:**

This section is designed to collect bullying data consistent with the NH DOE reporting categories of the School Safety Survey. Please hypothesize the intent of this substantiated bullying incident based on the following state reporting categories. Please note, only check if your investigation provides evidence upon which to base this conclusion. If the reporting categories do not apply, please do not check.

- on the basis of gender
- on the basis of sexual orientation
- on the basis of race, color, or national origin
- on the basis of disability
- on the basis of physical characteristics (other than race)

Principal: \_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Designee: \_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



Attachments:

- Discipline referral
- Safe schools report
- Superintendent/designee waiver of notification
- Parent/staff bullying reporting form
- Student bullying reporting form
- Principal/designee notification of time extension for investigation
- Investigation evidence
- Other: \_\_\_\_\_

Principal/designee must submit all substantiated reports of bullying to the superintendent/designee upon completion of the investigation.

Received at the SAU office on: \_\_\_\_\_ Initials: \_\_\_\_\_