

GLOUCESTER PUBLIC SCHOOLS
Administrative Investigation Form -Bullying

Directions: School administrators are required to investigate all reports of alleged bullying violations. If incidents of harassment are determined in the course of the investigation, you are required to notify your school's Civil Rights Coordinator. If you suspect criminal activity during the course of the investigation, you are required to contact the Gloucester Police Department.

Investigator(s): _____ **Position:** _____

Interviews:

- Interviewed aggressor **Name:** _____ **Date:** _____
- Interviewed target **Name:** _____ **Date:** _____
- Interviewed witnesses **Name:** _____ **Date:** _____

Any prior documented incidents by the aggressor? Yes No

- If yes, have incidents involved target or target group previously?** Yes No
- Any previous incidents with findings of BULLYING or RETALIATION?** Yes No

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

CONCLUSIONS FROM THE INVESTIGATION

Finding of bullying or retaliation? Yes No

If yes: Bullying Retaliation

If no: **Incident documented as:** _____ **Action/discipline taken:** _____

Contacts:

- Target's parent/guardian **Date:** _____ Aggressor's parent/guardian **Date:** _____
- District's Civil Right's Coordinator **Date:** _____ Law Enforcement **Date:** _____

Action(s) taken:

- Loss of privileges Detention Suspension
- Counselor Referral Education Other _____

Describe Safety Planning: _____

Follow-up with target: scheduled for _____ **Initial and date when completed:** _____

Follow-up with aggressor: scheduled for _____ **Initial and date when completed:** _____

Report forwarded to Principal: Date _____ **Report Forwarded to Superintendent: Date** _____
(If principal was not the investigator)

Signature and Title: _____ **Date:** _____

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act. Do not file in the cumulative record.