**Student Misconduct Allegation Form**

(To be completed by staff taking report)

Child abuse or neglect reported or suspected? □Yes □No (if yes, report immediately)

Incident Date: \_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_ Room/Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person reporting incident (may be anonymous):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student(s) Alleged Perpetrator:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_Class\_\_\_\_\_\_\_\_\_\_\_

Student(s) Alleged Target:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_Class\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_Class\_\_\_\_\_\_\_\_\_\_

Witness(es) Present:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Evidence: Graffiti\_\_\_\_\_ Notes\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_ Internet postings\_\_\_\_\_\_\_\_\_\_\_

Video/audio recording\_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is alleged misconduct based on one of the following?

Disability\_\_\_ Race\_\_\_ Religion\_\_\_ Sex\_\_\_ Other protected class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behavior as:

\_\_\_\_\_\_\_\_Name calling \_\_\_\_\_\_\_\_Spitting

\_\_\_\_\_\_\_\_Stalking \_\_\_\_\_\_\_\_Demeaning Comments

\_\_\_\_\_\_\_\_Inappropriate Gesturing \_\_\_\_\_\_\_\_Stealing

\_\_\_\_\_\_\_\_Staring/Leering \_\_\_\_\_\_\_\_Damaging Property

\_\_\_\_\_\_\_\_Writing/Graffiti \_\_\_\_\_\_\_\_Shoving/Pushing

\_\_\_\_\_\_\_\_Threatening \_\_\_\_\_\_\_\_Hitting/Kicking

\_\_\_\_\_\_\_\_Taunting/Ridiculing \_\_\_\_\_\_\_\_Flashing a weapon

\_\_\_\_\_\_\_\_Inappropriate Touching \_\_\_\_\_\_\_\_Intimidation/Extortion

\_\_\_\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a recurring incident? □Yes □No (if yes, describe other incidents not reported before)

Has the incident affected the target’s participation in school? □Yes □No (if yes, explain how)

Describe the allegation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Interim Response Taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received: \_\_\_\_\_\_\_\_ Staff Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Admin. Bullying Investigation Form**

Child Protective Services Notified:

Reporter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_CPS Personnel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents of perpetrator & target informed of report: (within 2 school days of report)

Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_ □Email □Phone □Other\_\_\_\_\_\_\_\_

Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_ □Email □Phone □Other\_\_\_\_\_\_\_

*Investigation (within 1 school day of report, attach additional sheets if necessary)*

Witnesses interviews/statements:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Notes:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Notes:

Physical evidence reviewed? □Yes □No

Date investigation completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ordinarily w/in 10 days)

*Reportable “Bullying”?:* (See school policy for full definition of reportable bullying and its exceptions)

Checklist:

* Unwanted, *repeated*, act? (includes cyber, physical, verbal, etc.)
* By student(s) against other student(s) of the school corporation?
* Intent to harass, humiliate, harm?
* Creates a objectively hostile school environment? (meets one of the four below)

1. places the targeted student in reasonable fear of harm to his or her person or property;
2. has a substantially detrimental effect on the targeted student’s physical or mental health;
3. substantially interferes with the targeted student’s academic performance; or
4. substantially interferes with the targeted student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

If you check **all four** boxes above, this misconduct meets the definition of “bullying.” However, the misconducts **is not** reportable bullying if it fits within one of these exceptions:

* Participating in a religious event.
* Participating in an activity consisting of the exercise of a student's freedom of speech rights.
* Participating in an activity undertaken at the prior written direction of the student's parent.
* Traveling from one location outside of Indiana to another location outside of Indiana.
* Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
* Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.

Substantiated bullying? □Yes □ No (describe any differences from report) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If substantiated “*bullying”*, select one or more category:

□Physical □Verbal □Social/relational □Electronic/written communication

Investigation shows harassment based on: Disability\_\_\_ Race\_\_\_ Religion\_\_\_ Sex\_\_\_ Other \_\_\_\_\_\_\_

*Response*

Parents of perpetrator and target informed of conclusion/response:

Parent 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_ □Email □Phone □Other\_\_\_\_\_\_\_

Parent 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_ □Email □Phone □Other\_\_\_\_\_\_\_

Administrative Response Taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Action/Follow up Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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