

### HCA BULLYING INVESTIGATION FORM

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

Name of person investigating alleged incident(s):  
\_\_\_\_\_

Name of complainant/reporter (by law, reports may be anonymous):  
\_\_\_\_\_

Status of reporter: Student/ Parent/ School employee/ Other: \_\_\_\_\_

Contact information for reporter (if reporter is student, contact information for parent/guardian):

Name of alleged target(s): \_\_\_\_\_

Name of alleged bully(ies): \_\_\_\_\_

Relationship between alleged target/bully(ies):  
\_\_\_\_\_

Time(s) and location(s) of alleged incident(s):  
\_\_\_\_\_

Names of potential witnesses: \_\_\_\_\_

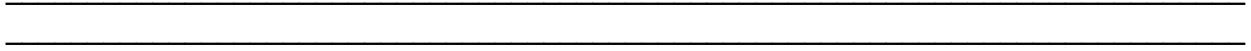
Did the alleged incident(s) occur (check one or more):

- on school property (including a school bus)
- at a school sponsored activity
- through use of technology
- elsewhere

Time and location(s) of incident(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a first time occurrence or has the same or similar occurred previously?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interview of complainant/reporter's, description of alleged incident(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Interview of alleged bully(ies)

---

---

---

---

---

---

Name(s) of potential witnesses, if any:

---

Witnesses interviewed and summary of witness information provided:

---

---

---

---

---

---

Further evidence of bullying (videos, photos, email, letters, etc.):

---

---

---

---

---

---

Is the alleged bullying substantiated, i.e., does the alleged conduct meet the definition of bullying as articulated in Board policy? Yes / No

Nature of harm incurred:

- Physical harm to student or damage to student's property
- Student's reasonable fear of physical harm or damage to property
- Infringement of student's rights at school

Conduct resulting in harm is on the basis of:

- National origin/ancestry/ethnicity
- Religion
- Physical, mental, emotional or learning disability
- Sexual orientation
- Gender/gender identity/expression
- Age
- Socioeconomic status
- Family status
- Physical appearance
- Weight
- Other distinguishing personal characteristics

Summary of investigation/Explanation of findings:

---

---

---

---

---

---

Recommended disposition and/or recommended disciplinary action (including alternative discipline, support for targeted student, other intervention/referral)

---

---

---

---

---

---

14. Recommendation of report to law enforcement? Yes / No

- Potential criminal violation
- Potential civil rights violation

Signature of investigator: \_\_\_\_\_

If investigator is not building principal, copy to principal on \_\_\_\_\_ (date)

Copy to Superintendent on \_\_\_\_\_ (date)