CLEAR FORM

BULLYING, HARASSMENT, OR INTIMIDATION INCIDENT SCHOOL INVESTIGATION FORM

School Personnel Completing Form: _____ Position: _____

Today's date: _____ / _____ / _____ School: _____
Month Day Year

School System: Prince George's County Public Schools_____

Person Reporting Incident (From reporting form) Name: _____

Telephone: _____ E-mail: _____

Place an **X** in the appropriate box: ❑ Student ❑ Parent/guardian ❑ Close adult relative
❑ School Staff ❑ Bystander

1. Name of student victim(s): _____Age: _____ Days absent as a result of the incident: _____
_____Age: _____ Days absent as a result of the incident: _____

_____Age: _____ Days absent as a result of the incident: _____

2. Name(s) of alleged witness(s) (If known): Age School

_____ _____ _____
_____ _____ _____
_____ _____ _____

3. Name(s) of alleged offender(s) (If known): Age School Is he/she a student? Days absent due to incident

_____ _____ _____ ❑ Yes ❑ No _____
_____ _____ _____ ❑ Yes ❑ No _____
_____ _____ _____ ❑ Yes ❑ No _____
(Please print)

Total number of alleged offenders: _____

INVESTIGATION

4. What actions were taken to investigate this incident? (choose all that apply)

- ❑ Interviewed alleged student victim
- ❑ Interviewed alleged offender(s)
- ❑ Interviewed alleged witnesses
- ❑ Witness statements collected in writing
- ❑ Interviewed school nurse
- ❑ Reviewed any medical information available
- ❑ Interviewed teachers and/or school staff
- ❑ Interviewed student victim's parent/guardian
- ❑ Interviewed alleged offender's parent/guardian
- ❑ Examined physical evidence
- ❑ Reviewed/Obtained copy of police report
- ❑ Conducted student record review
- ❑ Examined video evidence
- ❑ Conducted meeting with Resource Officer
- ❑ Reviewed social media site
- ❑ Other (specify) _____

5. Why did the harassment, intimidation, or bullying occur (alleged motives)? (choose all that apply)

- ❑ Because of race
- ❑ Because of national origin
- ❑ Because of marital status
- ❑ Because of sex
- ❑ Because of sexual orientation
- ❑ Because of gender identity
- ❑ Because of religion
- ❑ Because of disability
- ❑ Because of physical appearance
- ❑ The reason is unknown
- ❑ To impress others
- ❑ Just to be mean
- ❑ Gang related
- ❑ Gang recruitment
- ❑ Human trafficking/Prostitution recruitment
- ❑ Determined not to be Bullying
- ❑ Determined not to be Harassment
- ❑ Determined not to be Intimidation
- ❑ Because of another reason (specify) _____

6. Where was the incident reported to have happened (choose all that apply)?

- ❑ On school property
- ❑ At a school-sponsored activity or event off school property
- ❑ On a school bus
- ❑ On the way to/from school*
- ❑ Via Internet- sent on school property
- ❑ Via Internet- sent off school property

*Will be collected unless specifically excluded by local board policy

7. What corrective actions were taken in this case (choose all that apply)?

- ❑ None were required, this was a false allegation
- ❑ None, the incident did not warrant any corrective action
- ❑ None, no Bullying occurred
- ❑ None, no harassment occurred
- ❑ None, no intimidation occurred
- ❑ None, the alleged incident could not be verified
- ❑ Determined as a conflict and not bullying, harassment or intimidation
- ❑ Student conference
- ❑ Student warning
- ❑ Letter of apology
- ❑ Mediation
- ❑ Counseling
- ❑ Parent letter
- ❑ Parent phone call
- ❑ Parent conference
- ❑ Detention
- ❑ In-school suspension
- ❑ Out-of-school suspension/expulsion
- ❑ Behavior contract
- ❑ Alternative placement/setting
- ❑ Plan of Support to include a "go to" adult in the school
- ❑ Community Service
- ❑ Separation from other student to include transfer or change in schedule
- ❑ Meeting with Resource Officer
- ❑ Referral to Counselor or Therapist
- ❑ Developed template for safety plan
- ❑ Other (specify) _____

8. Did a physical injury result from this incident? Place an **X** next to one of the following:

None observed Injury observed Medical documentation provided

9. Was the student victim absent from school as a result of the incident? ❑ Yes ❑ No
If yes, how many days was the student victim absent from school as a result of the incident? _____

10. Additional pertinent information gained during the interview:

_____

_____

(Attach a separate sheet if necessary)

11. Investigator notes:

_____

_____

_____

(Attach a separate sheet if necessary)

Signature: _____ **Date:** _____