FOR ADMINISTRATIVE USE ONLY

II. INVESTIGATION

1. **Investigator(s):**_____ **Position(s):**_____
2. **Interviews:**
   - □ **Interviewed aggressor** **Name:** _____ **Date:** _____
   - □ **Interviewed target** **Name:** _____ **Date:** _____
   - □ **Interviewed witnesses** **Name:** _____ **Date:** _____
     Name: _____ **Date:** _____
3. **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, RETALIATION? ☐ Yes ☐ No

Summary of Investigation:

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

III. CONCLUSIONS FROM THE INVESTIGATION

1. **Finding of bullying or retaliation:** ☐ **YES** ☐ **NO**
   - □ **Bullying** □ **Incident documented as** _____
   - □ **Retaliation** □ **Discipline referral only**_____
2. **Contacts:**
   - □ **Target's parent/guardian** **Date:**_____ □ **Aggressor's parent/guardian** **Date:** _____
   - □ **Director of Student Services** **Date:** _____ □ **Law Enforcement** **Date:** _____
3. **Action Taken:**
   - □ **Loss of Privileges** □ **Detention** □ **STEP referral** □ **Suspension**
   - □ **Community Service** □ **Education** □ **Other** _____
4. **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 (if principal was not the investigator)**:** **Date** _____
Superintendent: **Date** _____

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