

**LAMPASAS ISD  
BULLYING INVESTIGATION FORM**

**I.**

School Personnel Completing Form: \_\_\_\_\_ Position: \_\_\_\_\_

Today's date: \_\_\_\_\_ Campus: \_\_\_\_\_

**Person Reporting Incident**

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Check the appropriate box: ☐ Student ☐ Parent/Guardian ☐ School Staff

**II.**

Name of alleged victim: \_\_\_\_\_ Age: \_\_\_\_\_

Name(s) of alleged offender(s) (If known): \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_ Is he/she a student?

☐ Yes ☐ No

☐ Yes ☐ No

Name(s) of witnesses (if any)

\_\_\_\_\_  
\_\_\_\_\_

**III.**

Location of alleged incident(s) – *choose all that apply*:

☐ On school property

☐ At a school-sponsored/  
related activity

☐ On school transportation

☐ On way to/  
from school

☐ Off school property

Dates of alleged incident(s): \_\_\_\_\_

Date conduct reported to campus: \_\_\_\_\_

To whom was the conduct reported? \_\_\_\_\_

Identify the nature of the alleged conduct – *choose all that apply*:

☐ Through physical contact

☐ Using verbal expression

☐ Using written expression

☐ Using electronic means

☐ Other: \_\_\_\_\_

**\*\*\* Attach to this report any documentation of the investigative actions identified above.**

#### IV.

Other motives communicated/alleged by victim or witness in relation to the alleged conduct – *choose all that apply*:

- ☐ Race/ethnicity
- ☐ Sex/gender/gender identity
- ☐ Religion
- ☐ National origin
- ☐ Sexual harassment
- ☐ Disability

\*\*\* If you checked any boxes above, notify the campus principal and superintendent/designee immediately.

#### V.

##### INVESTIGATION

What actions were taken to investigate this incident – *choose all that apply*:

- ☐ Interviewed alleged victim
- ☐ Interviewed alleged offender(s)
- ☐ Interviewed witnesses
- ☐ Witness statements collected in writing
- ☐ Interviewed teachers and/or school staff
- ☐ Interviewed student victim's parent/guardian
- ☐ Interviewed alleged offender's parent/guardian
- ☐ Examined physical evidence
- ☐ Reviewed surveillance video if applicable
- ☐ Notified law enforcement if applicable
- ☐ Other (specify) \_\_\_\_\_

#### VI.

##### DETERMINATION OF FINDINGS

- |  |   |
|--|---|
| <input type="checkbox"/> All or part of the alleged conduct DID occur. <ul style="list-style-type: none"><li><input type="checkbox"/> The alleged conduct <u>DOES</u> meet the definition of bullying behavior.</li><li><input type="checkbox"/> The alleged conduct <u>does NOT</u> meet the definition of bullying behavior.</li></ul> | <input type="checkbox"/> Unable to confirm allegations. <ul style="list-style-type: none"><li><input type="checkbox"/> Inconclusive/evidence does not support allegations</li><li><input type="checkbox"/> False report/claim</li></ul> |
|--|---|

Other findings – *choose any that apply*:

- ☐ The alleged victim also engaging in bullying behavior against the accused students.
- ☐ Student conduct was motivated by self-defense.
- ☐ Other: \_\_\_\_\_

## VII.

### CORRECTIVE ACTIONS

What corrective actions were taken in this case – *choose all that apply*:

- ☐ Student conference
- ☐ Stay away agreement
- ☐ Student warning
- ☐ Letter of apology
- ☐ Mediation/restorative practices
- ☐ Counseling (victim, bully, and witnesses shall be notified of counseling options)
- ☐ Parent letter
- ☐ Parent phone call
- ☐ Parent conference
- ☐ Detention
- ☐ DAEP
- ☐ In-school suspension
- ☐ Out-of-school suspension/expulsion
- ☐ Other (specify) \_\_\_\_\_

Corrective Action Taken. *Even if you conclude that the conduct does not meet the definition of bullying behavior, you may still take corrective action to address the conduct.*

\*\*\* Document specific corrective actions implemented as a result of the investigation.

## VIII.

### Investigator Comments:

---

---

---

---

Signature of Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

*This document contains the confidential information of more than one student and should not be shared with parents. Parents should be notified as soon as possible of general conclusions reached and actions taken but should not be given specific information about disciplinary or other action taken in regard to another student. Note: At this point, the parents of the alleged victim(s) and the accused student(s) should have received notice of the reported incident as indicated in Section III - V above.*

\* On or before the third business day after the incident is reported.

- ☐ Notified parent of student target: \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ Notified parent(s) of accused student(s): \_\_\_\_\_ Date: \_\_\_\_\_

Person making parent notifications: \_\_\_\_\_

*This document contains confidential information under federal and state law and Board Policy FL(LEGAL) and (LOCAL).*