

HARRASSMENT and/or BULLYING DETERMINATION AND INVESTIGATION FORM

Person completing form / conducting investigation: _____

Signature: _____

Date submitted to principal: _____ / _____ / _____
Month Day Year

PROCEDURES FOR INVESTIGATING HARRASSMENT and/or BULLYING

You must inform all parents that you are initiating the investigation. Notification must be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and MCL 380.1310b

Alleged Victim _____
Name Date Name of Contact
Method of notification: _____

Alleged perpetrator: _____
Name Date Name of Contact
Method of notification: _____

INTERVIEWS

Document interviews with the alleged victim, alleged perpetrator, and witnesses. Conduct these interviews privately and separately. Do **not** interview the alleged perpetrator and alleged victim together.

Alleged Target interview date: _____ Interviewer Name: _____

Interviewer's Notes:

Alleged Perpetrator interview date: _____ Interviewer Name: _____

Interviewer's Notes:

Witness(es) interview date(s): _____ Interviewer Name: _____

Interviewer's Notes:

ADMINISTRATOR FINDINGS

Bullying means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing **any** of the following:

- Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Cyberbullying means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing **any** of the following:

- Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

DETERMINING BULLYING

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the behavior substantially interfere with the educational opportunities, benefits, or programs of 1 or more pupils?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the behavior adversely affect the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the behavior having an actual and substantial detrimental effect on a pupil's physical or mental health?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the behavior causing substantial disruption in, or substantial interference with, the orderly operation of the school?

If you answered, "NO," to **ALL** of the questions above, bullying is not substantiated, to consider if harassment is occurring, please send all investigation documentation to the District's Anti-Harassment Compliance Officers for review. The following individuals shall serve as the District's Anti-Harassment Compliance Officers:

Mr. Nick Herblet
High School Principal
269-659-1515
216 Vinewood, Sturgis, MI 49091
nherblet@sturgisps.org

Britt Gross
Assistant Superintendent
269-659-1500
107 W. West St, Sturgis, MI 49091
bgross@sturgisps.org

If you answered, "Yes," to **ANY** of the questions above bullying is substantiated – complete the Corrective Actions section. Submit report, all investigation documentation, including statements, to the principal.

CORRECTIVE ACTIONS

Corrective actions that were recommended and/or implemented: (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Student conference
<input type="checkbox"/> Student warning
<input type="checkbox"/> Letter of apology
<input type="checkbox"/> Mediation
<input type="checkbox"/> Counseling
<input type="checkbox"/> Parent letter
<input type="checkbox"/> Parent phone call
<input type="checkbox"/> Parent conference
<input type="checkbox"/> Detention | <input type="checkbox"/> In-school suspension
<input type="checkbox"/> Out-of-school suspension
<input type="checkbox"/> Expulsion
<input type="checkbox"/> None, did not warrant any corrective action
<input type="checkbox"/> Other (please detail below) |
|--|--|