

**CONFIDENTIAL ATTORNEY WORK PRODUCT**

**THOMPSON PUBLIC SCHOOLS**

**BULLYING INVESTIGATION SUMMARY**

**DATE/TIME OF ALLEGED INCIDENT:**

**LOCATION:**

**COMPLAINT:**

[briefly describe the allegations here]

**INDIVIDUALS INTERVIEWED:**

\_\_\_\_\_, Student ([date])

\_\_\_\_\_, Student ([date])

\_\_\_\_\_, Student ([date])

\_\_\_\_\_, Parent ([date])

\_\_\_\_\_, Parent ([date])

\_\_\_\_\_, Parent ([date])

\_\_\_\_\_, Employee ([title, date])

**INVESTIGATION SUMMARY:**

The administration interviewed all of the individuals listed above.

[briefly describe information gathered from each interview]

Attached are the emails and correspondence pertaining to the investigation.

**FINDINGS OF FACT:**

*[the following text is included as sample language]*

- Three of the female students (student initials) admitted to making the following insulting/mean remarks to the alleged victim (student initials): [list] These remarks occurred in [location] during the following time frame: [describe timeframe]
- The three female students alleged that the victim had made the following insulting/mean remarks to the alleged perpetrators: [list].
- Prior to the initial report, no one had reported concerns about interactions between the students in question. [or information about previous concerns and how they had been addressed]

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- The insulting and demeaning remarks made by the alleged perpetrators had the effect of making [student initials] upset and interfered with her ability to participate in [impacts to specific classes or activities noted] in a comfortable environment free from insults.
- There [is/is not] evidence to suggest that any student is engaged in any behavior based on sex, race, religion, sexual orientation, ethnic origin, gender identity or expression or other protected status.
- There is no evidence that this behavior occurred in locations other than [list].

### **CONCLUSION:**

The conduct described herein meets the legal criteria for “bullying.” The district will take specific steps to address the situation, as set forth below.

### **ACTIONS TO ADDRESS BEHAVIOR OF THE PERPETRATORS:**

*[the following text is included as sample language]*

- [DESCRIBE ANY DISCIPLINARY CONSEQUENCES]
- [DESCRIBE ANY OTHER STUDENT SPECIFIC REMEDIAL MEASURES (E.G. LETTER OF APOLOGY, ETC.)]
- [DESCRIBE ANY OTHER STUDENT SPECIFIC PROTECTIVE MEASURES (E.G. CHANGES OF CLASSES, ASSIGNED SEATING, “LIMITED OR NO CONTACT” PLAN, ETC.)]
- ***Specific educational program/training on identifying bullying, delivered by school social worker during the school day.***
- ***Follow up meetings with school administration (periodically) to ensure that retaliatory activities do not occur.***
- ***Review of plan on or before [set date].***

### **ACTIONS TO SUPPORT VICTIM:**

- [DESCRIBE ANY OTHER STUDENT SPECIFIC SUPPORT MEASURES (E.G. PASS TO GO TO COUNSELOR, ADDITIONAL ADULT SUPERVISION, CONTACTS WITH OUTSIDE COUNSELORS, TRANSITION PLAN FOR RETURN FROM HOSPITAL, REFERRAL TO 504 TEAM FOR ANXIETY, ETC.)].
- [DESCRIBE ANY OTHER STUDENT SPECIFIC PROTECTIVE MEASURES (E.G. CHANGES OF CLASSES, ASSIGNED SEATING, “LIMITED OR NO CONTACT” PLAN, ETC.)]
- Multiple meetings with parents/student.
- ***Follow up meetings with school administrators to assess [name of victim]’s ability to access educational program and to assess/prevent possible retaliation.***
- ***Review of plan on or before [set date].***

### **SYSTEMIC REMEDIAL ACTIONS:**

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- *Participation in training for all students (or selected groups of students) regarding bullying, to be scheduled by the end of the school year.*
- *Republication of Bullying Policies with a letter home to parents concerning same.*
- Designation/reminder of specific staff available to answer questions pertaining to these issues (e.g. mental health workers in the schools).
- Assessment of staff training needs.
- DELIVERY OF STAFF SPECIFIC TRAINING (NOTE IF BULLYING IS FOUND TO HAVE OCCURRED IN SPORTS SETTINGS, ON THE BUS, ETC. REMEMBER TO TRAIN COACHING OR BUS PERSONNEL)