

### BULLYING/HARASSMENT INVESTIGATION PROTOCOL

<b>Date of Referral (MM/DD/YEAR):</b>	<b>Investigation must be completed by:</b>
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<b>Name of Alleged Victim:</b>			
<b>Name of Alleged Perpetrator:</b>			
<b>Alleged Victim's Date of Birth (MM/DD/YEAR):</b>		<b>Filed Until (MM/DD/YEAR):</b>	

**1. PROTECTED CLASS**

<b>Guiding Question</b>	Is the alleged policy violation (either actual or perceived) based on a protected class (including race/national origin, religion, sex, disability, sexual orientation)?
<b>Examples</b>	Including, but not limited to: slurs, taunts, jokes, insults, demeaning/stereotyping comments, cartoons, and/or pictures, spreading rumors or any other behavior targeted at a student of an actual or perceived protected class.
<i>If yes, following your district's harassment-discrimination investigation procedure</i>	
<input type="checkbox"/> <b>Yes:</b>	
<input type="checkbox"/> <b>No</b>	

**2. DETERMINATION OF LEVEL OF NECESSARY INVESTIGATION**

<b>Guiding Question</b>	Is further investigation warranted based on the nature of the alleged violation?
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**EXHIBIT**

**Descriptor Code: ACEA-E5**

<b>Considering Factors</b>	Include, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator, the ages of the parties involved; the detail, content and context of the report; whether this report is the first of its type filed against the alleged perpetrator.
Rationale:	
<input type="checkbox"/> N/A	

**3. a) POTENTIAL INVESTIGATORY STEPS (DETERMINED BY ADMINISTRATOR)**

<b>Investigatory Step</b>
<b>Investigatory Step</b>
<b>Investigatory Step</b>
<b>Investigatory Step</b>
<b>Additional Comments</b>

**3. b) BULLYING DEFINITION**

<b>Guiding Question</b>	Does the alleged incident meet the bullying definition as stated in <a href="#">NDCC 15.1-19-17?</a>
	<input type="checkbox"/> Yes:
	<input type="checkbox"/> No
<b>Definition Explanation</b>	

**EXHIBIT**

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**4. a) DISCIPLINARY AND CORRECTIVE MEASURES (IF MEETING DISTRICT BULLYING DEFINITION)**

Action Taken
Action Taken
Action Taken
Additional Comments

**4. b) DISCIPLINARY AND CORRECTIVE MEASURES (IF NOT MEETING DISTRICT BULLYING DEFINITION)**

<b>Guiding Question</b>	Does the misconduct meet the parameters of other district discipline policies?
	<input type="checkbox"/> Yes:  <input type="checkbox"/> No
<b>Additional Comments</b>	

**4. c) DISCIPLINARY AND CORRECTIVE MEASURES (INITIATED OFF CAMPUS *AND RECEIVED* ON CAMPUS)**

<b>Guiding Question</b>	Has the bullying substantially disrupted the educational environment or posed a true threat?
	<input type="checkbox"/> Yes:  <input type="checkbox"/> No

Action Options 1
Action Options 1
Action Options 1
Action Options 2
Action Options 2
Action Options 2
Additional Comments

5. STAFF MEMBER INVOLVEMENT

Guiding Question	Is the perpetrator a staff member?
	<input type="checkbox"/> Yes:
	<input type="checkbox"/> No
Action Options	
Action Options	
Additional Comments	

6. VICTIM PROTECTION STRATEGIES

Guiding Question	Have the parents been notified and has a victim protection strategy been implemented?
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**EXHIBIT**

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	<input type="checkbox"/> Yes: <input type="checkbox"/> No
<b>Strategies</b>	
<b>Strategies</b>	
<b>Strategies</b>	
<b>Strategies</b>	
<b>Additional Comments</b>	

**7. Notification of Authorities**

<b>Guiding Question</b>	Do you have reasonable suspicion that a crime has taken place?
	<input type="checkbox"/> Yes: <input type="checkbox"/> No