

**BULLYING/HARASSMENT INVESTIGATION PROTOCOL**

<b>Date of Referral (MM/DD/YEAR):</b>		<b>Investigation must be completed by:</b>	
<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?
<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.
<b>Rationale:</b>	

**EXHIBIT**

Descriptor Code: ACEA-E5

☐N/A**3. a) POTENTIAL INVESTIGATORY STEPS (DETERMINED BY ADMINISTRATOR)**

Investigatory Step

Investigatory Step

Investigatory Step

Investigatory Step

Additional Comments

**3. b) BULLYING DEFINITION**

Guiding Question

Does the alleged incident meet the bullying definition as stated in [NDCC 15.1-19-17?](#)☐Yes:☐No

Definition Explanation

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

Action Taken

**EXHIBIT****Descriptor Code: ACEA-E5**

<b>Action Taken</b>
<b>Action Taken</b>
<b>Additional Comments</b>

**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
<b>Action Options 1</b>	
<b>Action Options 1</b>	

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<b>Action Options 1</b>
<b>Action Options 2</b>
<b>Action Options 2</b>
<b>Action Options 2</b>
<b>Additional Comments</b>

**5. STAFF MEMBER INVOLVEMENT**

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

**6. VICTIM PROTECTION STRATEGIES**

<b>Guiding Question</b>	Have the parents been notified and has a victim protection strategy been implemented?
	<input type="checkbox"/> Yes:
	<input type="checkbox"/> No
<b>Strategies</b>	

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