



INVESTIGATION ACTIONS & FOLLOW-UP
(Administrative Use Only, Attach to Incident Reporting Form)

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| Date and time of Investigation: | |
| Person(s) investigating the situation: | |
| Investigation notes (lists of witnesses and dates/times of investigation). Attach documentation as necessary. | |
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| Findings: <input type="checkbox"/> This complaint is founded at this time. <input type="checkbox"/> This complaint is unfounded at this time. | |
| Actions Taken: | |
| Strategies to help prevent future incidents <input type="checkbox"/> Conference with the student(s) <input type="checkbox"/> Support staff intervention (counselor, nurse, social worker, etc.) <input type="checkbox"/> Instruction on the definitions of bullying, harassment, and discrimination <input type="checkbox"/> Education on how to respond to bullying Other: _____ | |
| Consequences for offender(s), if applicable, according to SASCS Code of Conduct: | |
| | |
| Parent/Guardian Communication: (include parent names, dates, and phone number) | |
| Summary of the conversation with parent/guardian of the target | |
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| Summary of the conversation with parent/guardian of the offender | |
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