

**MALAKOFF INDEPENDENT SCHOOL DISTRICT**

1308 FM 3062, Malakoff, TX 75148 (903) 489-1152

**Randy Perry**, Superintendent

**FORMAL INVESTIGATION OF BULLYING ALLEGATIONS**  
**Policy FFI -- Form MISD – B1**

CAMPUS \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF STUDENT ALLEGING BULLYING \_\_\_\_\_

NAME OF INVESTIGATING ADMINISTRATOR \_\_\_\_\_

Upon receipt of an allegation of bullying from either a student or parent, a Malakoff ISD campus principal or designee will conduct a preliminary investigation within 24 hours of administrative notification of the bullying allegations.

If the campus principal determines that bullying has occurred, as defined in Policy FFI (LOCAL) below, the campus administration will:

- Take action to end the bullying
- Determine appropriate corrective and disciplinary measures
- Prepare a report of the investigation (Form MISD – B2)

If it is determined that bullying did not occur, as defined below, campus administration will determine if any further measures are necessary and will prepare a report (Form MISD – B3)

DEFINITION	Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that: 1. Will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or 2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
EXAMPLES	Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

**CHECKLIST FOR FORMAL INVESTIGATION ACTIONS**  
**Form MISD – B1, Page 2**

- \_\_\_\_\_ Student/Parent provides allegations of bullying; if allegations are made orally, the principal will put the allegations in writing
  
- \_\_\_\_\_ Principal or designee will undertake an investigation and notify the appropriate Executive Director(s): EL, MS, HS, SpEd/504
  
- \_\_\_\_\_ Parent is contacted by investigating campus administrator, advised of allegations (if necessary) and asked to meet to develop timeline of alleged incidents (Form MISD – B1A).
  
- \_\_\_\_\_ Investigating administrator interviews all parties involved in the allegations, including all students and staff members, along with any witnesses
  
- \_\_\_\_\_ Investigating administrator notifies parents of students who are alleged perpetrators
  
- \_\_\_\_\_ Principal determines if investigation shows that bullying did or did not occur
  
- \_\_\_\_\_ If bullying has occurred, campus administration will determine appropriate disciplinary and corrective measures to be carried out by the campus (Form MISD – B2)
  
- \_\_\_\_\_ If bullying has not occurred, campus administration will determine if any further measures are necessary and will prepare a report (Form MISD – B3)
  
- \_\_\_\_\_ Principal determines if the alleged or actual conduct was discriminatory (see policy FFH (Local) and if further actions or investigatory measures are necessary
  
- \_\_\_\_\_ Administrator contacts parent who initiated the allegations and informs parent of the determination
  
- \_\_\_\_\_ Appropriate investigation packet is copied and forwarded to appropriate Executive Director(s)

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**Principal determination:**

**After completion of the formal investigation of bullying allegations it is my determination that in the case of \_\_\_\_\_:**

Student Name

- \_\_\_\_\_ ***bullying did occur, as defined by MISD Policy FFI (LOCAL)***
  
- \_\_\_\_\_ ***bullying did not occur, as defined by MISD Policy FFI (LOCAL)***
  
- \_\_\_\_\_ ***discriminatory conduct did occur, as defined by MISD Policy FFH (Local)***
  
- \_\_\_\_\_ ***discriminatory conduct did not occur, as defined by MISD Policy FFH (Local)***

Principal Signature

Date

**PARENT/GUARDIAN TIMELINE OF EVENTS FOR USE IN  
INVESTIGATION OF BULLYING ALLEGATIONS  
Form MISD – B1A**

CAMPUS \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF STUDENT ALLEGING BULLYING \_\_\_\_\_

Date	Parent Concern/Alleged Incident	Campus Response

Signature of Parent/Guardian \_\_\_\_\_

Date

Signature of Administrator  
Acknowledging Receipt of Timeline

Date

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**INVESTIGATION OF BULLYING ALLEGATIONS  
DETERMINATION  
Form MISD – B2**

The investigating administrator will complete this form upon the conclusion of the formal investigation of bullying allegations, once the campus principal has determined that bullying **did** occur (see Form MISD – B1).

CAMPUS \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF STUDENT ALLEGING BULLYING \_\_\_\_\_

NAME OF INVESTIGATING ADMINISTRATOR \_\_\_\_\_

Describe the allegations (be as specific as possible regarding alleged incidents, including actions and words):

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Summarize the investigation of bullying allegations:

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Summarize the findings of the bullying investigation:

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Describe preventive steps and corrective measures to be taken by the campus:

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Additional Information:

***discriminatory conduct did occur, as defined by MISD Policy FFH (Local)***

***discriminatory conduct did not occur, as defined by MISD Policy FFH (Local)***

**further investigation is/is not necessary under MISD policy FFH (Local)**

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**INVESTIGATION OF BULLYING ALLEGATIONS  
DETERMINATION  
Form MISD – B3**

The investigating administrator will complete this form upon the conclusion of the investigation of bullying allegations, once the campus principal has determined that bullying **did not** occur (see Form MISD – B1).

CAMPUS \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF STUDENT ALLEGING BULLYING \_\_\_\_\_

NAME OF INVESTIGATING ADMINISTRATOR \_\_\_\_\_

Describe the allegations (be as specific as possible regarding alleged incidents, including actions and words):

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Summarize the investigation of bullying allegations:

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Summarize the findings of the bullying investigation:

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Describe any corrective measures or further measures necessary:

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Additional Information:

\_\_\_ *discriminatory conduct did occur*, as defined by MISD Policy FFH (Local)

\_\_\_ *discriminatory conduct did not occur*, as defined by MISD Policy FFH (Local)

\_\_\_ **further investigation is/is not necessary under MISD policy FFH (Local)**