RSU/MSAD 29 BULLYING INVESTIGATION FORM

Date: ___________

1. Name of person investigating alleged incident(s): _________________________
   Position/title of investigator: __________________________________________
   Name of complainant/person reporting bullying: _________________________
   Name(s) of alleged target(s):
   _____________________________________________
   Complainant/reporter is (circle one): Student  Parent  School employee
   Coach/advisor  Volunteer  Other ________
   Name(s) of alleged bully(ies):
   _____________________________________________
   Name(s) of potential witnesses:
   _____________________________________________

2. Relationship between alleged target(s)/bully(ies): _________________________

3. Did the alleged incident(s) occur (check one or more):
   _____ on school property (including a school bus)
   _____ at a school sponsored activity
   _____ through use of technology
   _____ elsewhere

   Time and location(s) of incident(s): ________________________________
   _____________________________________________
   _____________________________________________

4. Is this a first time occurrence or has the same or similar occurred previously?

5. Interview of complainant/reporter’s, description of alleged incident(s):
   _____________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________

6. Interview of alleged bully(ies): ________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________

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7. Name(s) of potential witnesses, if any: ________________________________

8. Witnesses interviewed and summary of witness information provided:
   ______________________________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________

9. Further evidence of bullying (videos, photos, email, letters, etc.):
   ______________________________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________

10. Is the alleged bullying substantiated, i.e., does the alleged conduct meet the definition of bullying as articulated in Board policy?  Yes  No

11. Nature of harm incurred:
   ___ Physical harm to student or damage to student’s property
   ___ Student’s reasonable fear of physical harm or damage to property
   ___ Infringement of student’s rights at school

12. Conduct resulting in harm (in item 11 above) is on the basis of:
   ___ National origin/ancestry/ethnicity
   ___ Religion
   ___ Physical, mental, emotional or learning disability
   ___ Sexual orientation
   ___ Gender/gender identity/expression
   ___ Age
   ___ Socioeconomic status
   ___ Family status
   ___ Physical appearance
   ___ Weight
   ___ Other distinguishing personal characteristics
   ___ Indiscriminate

13. Summary of investigation/Explanation of findings:
   ______________________________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________
14. Recommended disposition and/or recommended disciplinary action (including alternative discipline, support for targeted student, other intervention/referral)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

15. Recommendation of report to law enforcement? Yes No
____ Potential criminal violation
____ Potential civil rights violation

Signature of investigator: ____________________________

If investigator is not building principal, copy to principal on [___________] Date

Copy to Superintendent on [___________] Date

First Reading: 7/1/13
Adopted: 9/9/13