

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): _____

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 School Committee 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

12. Summary of investigation/Explanation of findings:

13. Recommended disposition and/or recommended disciplinary action (including alternative discipline, support for targeted student, other intervention/referral)

14. 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