***CHERRYFIELD SCHOOL DEPARTMENT***

 ***NEPN/NSBA CODE: JICK-E2***

**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:

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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)

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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

DATE ADOPTED: September 10, 2013

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