

**Chebeague Island School 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):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chebeague Island School Department  
School Committee Policy**

**File: JICK-E2**

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

12. Summary of investigation/Explanation of findings:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chebeague Island School Department  
School Committee Policy**

**File: JICK-E2**

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

Adopted: 11-20-12