

**Lisbon School Department
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 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

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