

**AUGUSTA 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. A. Interview of complainant/reporter's, description of alleged incident(s):

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Interview of alleged target(s) Date: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

6. Interview of alleged bully(ies): Date:

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

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8. Witnesses interviewed and attached statements if appropriate:

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

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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

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13. Summary of investigation/Explanation of findings:

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

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15. Recommendation of report to law enforcement? Yes No

Potential criminal violation  
 Potential civil rights violation

Signature of investigator:

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

Copy to Superintendent on [ \_\_\_\_\_ ]  
Date

Adopted: April 10, 2013