

BANGOR AREA SCHOOL DISTRICT

No. 249-AR-2
ADMINISTRATIVE REGULATION
Last reviewed on December 1, 2020

249-AR-3. INVESTIGATIVE FACT SHEET

I. The Complainant.

Name: _____ Address: _____
Age: _____ Telephone No.: _____
School Building: _____
Parents/Guardians: _____ Address: _____

Telephone No.: _____

Has the complainant been provided with the Notice to Complainant and/or Parents/Guardians of Complainant?

Yes No Date Notice provided: _____

Attach copy of Notice with information whether it was mailed or hand-delivered.

II. The Investigator(s).

Name: _____ Address: _____

Telephone No.: _____

Name: _____ Address: _____

Telephone No.: _____

III. General Description of Complaint. (Attach copies of Report Forms or anonymous report provided by Complainant/Reporter and confidential email from staff person regarding report/observations as applicable)

Date(s) of alleged incident(s): _____
Date initial report made: _____
Chronological list summarizing alleged incidents requiring investigation: _____

List all participants alleged to have engaged in bullying/cyberbullying: _____

List potential witnesses with knowledge of alleged incidents/who were present: _____

What would the complainant like the district to do to remedy the situation? _____

What is the complainant's viewpoint with respect to confidentiality? _____

IV. Investigation.

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

Date: _____ Action taken: _____

V. Conclusions Reached.

VI. Action Taken to Address and Eliminate Improper Conduct.

VII. Follow-Up Action Taken to Ensure that Remedial Action is Effective. (REQUIRED)
