Bullying and Cyberbullying Responding Form

To be completed by the school principal or superintendent’s designee promptly from the time that the Report Form is received.

Date the alleged incident of bullying was reported: _________________________

Name of school principal or superintendent’s designee investigating the report of alleged incident(s) of bullying: _______________________________________

Position/title: ______________________________________________________________________

Details:

Person(s) reporting the alleged incident(s) of bullying (if indicated, but required if school staff, coaches or advisors): ______________________________________________________

Person who completed the Reporting Form (if indicated): _____________________________

The person(s) reporting the alleged incident of bullying is: student parent

grandparent guardian school staff coach advisor other ____________________________

Name of the student(s) or adult(s) who was believed to have been bullied:
___________________________________________________________________________

Was the behavior related to the targeted student’s actual or perceived (as indicated in the description of the alleged incident on the Reporting Form):

_____ Race/color

_____ Sex

_____ Sexual orientation (including gender identity and gender expression)

_____ Religion

_____ National origin/ancestry

_____ Disability

If so:

• refer to Board policy AC: Affirmative Action and Nondiscrimination,

• include the SAU’s Affirmative Action Officer in this investigation, and

• if the behavior includes threats, violence, and/or property damage, it may be enforceable under the Maine Civil Rights Act and should be referred to local law enforcement.
Does the student have a 504 plan? □ yes □ no
Does the student have an IEP? □ yes □ no
If yes to either above questions, please refer to student’s 504 plan or IEP.

Is the student in the referral process for either? □ yes □ no
If the student receives Special Education services, when was the Director of Special Education or 504 Coordinator made aware of this situation? date: ______________

Name of the student(s) or adult(s) who is alleged to have bullied: ________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

The reported alleged incident(s) occurred:

□□ on school grounds
□□ on the school bus
□□ at a school sponsored activity
□□ through the use of technology – at home □ □ at school □
□□ elsewhere – (be specific) ____________________________________

Date(s): ____________________________
Time(s)/time(s) of day: ____________________________
Additional details known: __________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Have there been prior reports of alleged incidents of bullying or substantiated incident(s) of bullying involving the student(s) and/or adult(s)? □ yes □ no
If yes, please include details and outcomes:
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Evidence of allegation(s) of bullying provided to the school or in the school’s possession used in this investigation:

□□ school video cameras □□ letters
□□ school bus camera □□ phone conversation notes
□□ cell phone video □□ written statements
□□ electronic photos □□ hospital reports
□□ printed photos □□ police reports
□□ email(s) □□ other (specify)
Communication:

When did you contact the parent(s) or guardian(s) of the student(s) who was believed to have been bullied?  
Date of communication(s):_________________________________________
Details of communication:___________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

The school principal or superintendent’s designee met with the student(s) who was believed to have been bullied on: ___________
Details of communication:__________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

When did you contact the parent(s) or guardian(s) of the student(s) who was alleged to have bullied?  
Date of communication(s):_________________________________________
Details of communication:___________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

The school principal or superintendent’s designee met with the student(s) alleged to have bullied on: ___________
Details of communication:__________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Did the person(s) reporting the alleged incident identify any witnesses?  □ yes □ no
Name(s) of witness:_________________________________________________

Did the school identify any witnesses?  □ yes □ no
Name(s) of witness:_________________________________________________
If yes, the school principal or superintendent’s designee met with the witness(es) on:
_________________ Details of communication:_____________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Safety Measures:

Local or state law enforcement will be contacted for potential:
    _____ criminal charges
    _____ civil action under the Maine Civil Rights Act
    _____ N/A

What measures are being taken throughout the investigation to ensure the safety of the
student who was believed to have been bullied? ________________________________
_________________________________________________________________________

*Attach safety measures (ie. Student Support & Safety Plan) to this Responding Form.*

When was there communication with the parent(s) or guardian(s) of the student(s) who
was believed to have been bullied about these safety measures?
Date of communication(s):_________________________________________
Details of communication:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Determination of Bullying:
*Refer to the definition of bullying in policy JICK*

Behavior(s) had the effect of:
    _____ Physically harming a student or damaging a student’s property; or
    _____ Placing a student in reasonable fear of physical harm or damage to the
        student’s property

*OR*

Behavior(s) interfered with the rights of a student by:
    _____ Creating an intimidating or hostile educational environment for the
        student; or
    _____ Interfering with the student’s academic performance or ability to
        participate in or benefit from the services, activities or privileges provide
        by a school

    _____ None of the above
Summary of Investigation: (use additional sheet)

Outcomes: (use additional sheet)

All findings and results shall be reported to the superintendent.

Is this a substantiated incident of bullying?
◻ yes  ◻ no

If yes, refer to the Remediation Form (JICK-E3) to indicate specific nature(s) of the incident, the consequences, and actions taken for the student who has bullied. This substantiated incident is to be reported to the superintendent, and to the Maine Department of Education.

If no, refer to the district-wide code of conduct and disciplinary policies for student behavior.

____________________________________  Date:   _____________
Signature and title of investigator

If the investigator is not the school principal, copy to school principal on: __________
Date

Copy received: ____________________________________________________________________  Date:   _____________
Signature of school principal

Copy to Superintendent on: ________________
Date

Copy received: ____________________________________________________________________  Date:   _____________
Signature of superintendent