

Bullying and Cyberbullying Responding Form

To be completed by the school principal or superintendent’s designee promptly.

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 ACA: Harassment and Sexual Harassment of Students,
- 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: _____
Details of communication: _____

When did the school principal or superintendent's designee meet with the student(s) who was believed to have been bullied? Date: _____
Details of communication: _____

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

When did the school principal or superintendent's designee met with the student(s) alleged to have bullied? Date: _____
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 principal or superintendent's designee met with the witness(es) on: _____ Date

Details of communication: _____

Safety Measures:

Local or state law enforcement contacted:

_____ Potential criminal charges

_____ Potential 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: _____

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

