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 ACAA: 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
- school bus camera
- cell phone video
- electronic photos
- printed photos
- email(s)
- letters
- phone conversation notes
- written statements
- hospital reports
- police reports
- 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

Cross Reference: JICK Bullying and Cyberbullying Prevention in Schools
JICK-E1 RSU9 Initial Incident Report Form
JICK-E3 Bullying and Cyberbullying Remediation Form

Adopted: September 10, 2019