

MSAD #37

JICK-E1 Bullying and Cyberbullying Reporting Form

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

Upon completion of this form, or when providing a verbal report, submit to designated school personnel or administrative office.

Date the alleged incident of bullying is being reported: \_\_\_\_\_

Person(s) reporting the alleged incident(s) of bullying (this is optional as reports can be made anonymously, except when reported by staff, coaches and advisors): \_\_\_\_\_

Person(s) completing this form (if different than person listed above and not anonymously reporting): \_\_\_\_\_

Person reporting is: school staff coach student parent advisor other grandparent guardian \_\_\_\_\_

Contact information of person reporting (optional):
home or work phone: ( ) Cell phone: ( )
email:
home address:

Details

Name of student(s) who is believed to have been bullied: \_\_\_\_\_

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

Date(s): \_\_\_\_\_

Time(s)/time(s) of day: \_\_\_\_\_

Location(s) of incident(s): \_\_\_\_\_

Were there any witnesses? [ ] yes [ ] no

May the school personnel conducting an investigation contact these witnesses?

[ ] yes [ ] no

If so, please provide names of witnesses to be contacted during the investigation:

\_\_\_\_\_
\_\_\_\_\_



**JICK-E2 Bullying and Cyberbullying Responding Form**

**To be completed by the school principal or superintendent’s designee within 10 days 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: \_\_\_\_\_

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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:

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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:

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The school principal or superintendent's designee met with the student(s) who was believed to have been bullied on: \_\_\_\_\_

Details of communication: \_\_\_\_\_

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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:

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The school principal or superintendent's designee met with the student(s) alleged to have bullied on: \_\_\_\_\_

Details of communication:

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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: \_\_\_\_\_

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### **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:

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**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: \_\_\_\_\_  
Signature of school principal

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

Copy to Superintendent on: \_\_\_\_\_  
Date

Copy received: \_\_\_\_\_  
Signature of superintendent

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

Approved: March 27, 2013  
Revised: November 30, 2016

**JICK-E3 Bullying and Cyberbullying Remediation Form**

*The intent of remediating a substantiated incident of bullying is to counter the negative impact of bullying and to reduce the risk of future bullying incidents.*

This remediation is in reference to the alleged incident of bullying reported on:

\_\_\_\_\_

Name of student who was found to have bullied (do not report name of student or any personally identifying information to the Maine Department of Education):

\_\_\_\_\_

Delineate the specific nature(s) of the incident:

- Cyberbullying
- Electronic expression
- Physical act or gesture
- Retaliation
- Verbal/Oral
- Written

Alternative discipline imposed for this student (actions taken):

- Meeting with the student and the student's parent(s) or guardian(s)
- Reflective activities, such as requiring the student to write an essay about the student's misbehavior
- Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option
- Counseling
- Anger management
- Health counseling or intervention
- Mental health counseling
- Participation in skills building and resolution activities, such as social emotional cognitive skills building, resolution circles and restorative conferencing
- Community service

The student received/will receive the following discipline actions (consequences):

- Alternative Discipline
- Detention
- Weekend Detention
- In-school suspension
- Out-of-school suspension
- Expulsion/Recommended for expulsion

Was the student referred to law enforcement?  yes  no

Outcome(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional details of disciplinary actions taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Documentation of all remediation actions must respect confidentiality of student information as provided by Federal and Maine Law and Regulations.)**

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of principal or superintendent's designee completing this form

\_\_\_\_\_  
Title of superintendent's designee

If this person 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

**This substantiated incident of bullying was reported to the Maine Department of Education *without personally identifying information* on: \_\_\_\_\_ initialed by: \_\_\_\_\_**

Approved: March 27, 2013  
Revised: November 30, 2016