

MSAD 52 Bullying Investigation and Response Form

Date the alleged incident of bullying was reported: _____

Name of person investigating alleged incident(s): _____

Position/title of investigator: _____

Name of person reporting bullying: _____

Person reporting is (circle one): Student Parent School employee
Coach/advisor Volunteer Other _____

Name(s) of alleged target(s): _____

Name(s) of alleged bully(bullies): _____

Name(s) of potential witnesses: _____

Did the alleged incident(s) occur (check one or more):

- _____ on school property
- _____ (including on a school bus)
- _____ at a school sponsored activity
- _____ through use of technology _____ at school _____ off-campus
- _____ elsewhere (be specific)

Time and location(s) of incident(s): _____

Does targeted student have an IEP? _____ Yes _____ No (If yes, refer to plan.)

Does targeted student have a 504 plan? _____ Yes _____ No (If yes, refer to plan.)

Is the targeted student in the referral process for either? _____ Yes _____ No (If yes, specify)

If the targeted student receives special services, when were Special Education Director and/or 504 Coordinator notified of the incident:

Person notified: _____ Date: _____

Does alleged bully have an IEP? _____ Yes _____ No (If yes, refer to plan.)

Does alleged bully have a 504 plan? _____ Yes _____ No (If yes, refer to plan.)

Is the alleged bully in the referral process for either? _____ Yes _____ No
If yes, specify) _____

If the alleged bully receives special services, when were Special Services Director and/or 504 Coordinator notified of the incident:

Person notified: _____ Date: _____

Do MSAD 52's records show prior reports of alleged or substantiated incidents of bullying involving the alleged bully? If so, describe incident and outcome(s): _____

Meeting/interview of student who believes he/she has been bullied description of alleged incident(s):

Communication with parent(s) of student who believes he/she has been bullied (date(s) and details):

Meeting/interview of alleged bully(bullies) (dates and details):

Communication with parent(s) of alleged bully (bullies) (date(s) and details):

Meeting/interview of persons identified witnesses (dates and details):

Further evidence of bullying examined (videos, photos, email, letters, etc.):

Measures taken pending conclusion of the investigation to ensure the safety of the student who believes he/she has been bullied:

Safety measures communicated to parents of student who believes he/she has been bullied (date and details):

Is the alleged bullying substantiated, i.e., does the alleged conduct meet the definition of bullying as articulated in Board policy? Yes No

Nature of harm incurred:

- Physical harm to student or damage to student's property
- Student's reasonable fear of physical harm or damage to property
- Hostile educational environment
- Infringement of student's rights at school

Conduct resulting in harm (in item above) is on the basis of:

- National origin/ancestry/ethnicity

- Religion
- Physical, mental, emotional or learning disability
- Sex
- Sexual orientation
- Gender/gender identity/expression
- Age
- Socioeconomic status
- Family status
- Physical appearance
- Weight
- Other distinguishing personal characteristics
- Other (explain) _____

Summary of investigation/Explanation of findings:

Recommended disposition

- Disciplinary action – alternative discipline: _____
- Disciplinary action – suspension (in-school, out-of-school) _____
- Expulsion (recommended for expulsion) _____

Recommendations for support services:

- Counseling/referral to services (targeted student) _____
- Counseling/referral to services (bully) _____

Recommendation of to report to law enforcement? Yes No

- Potential criminal violation
- Potential civil rights violation

Recommendations in other substantiated bullying situations:

If bully is school employee or administrator, recommendation for action to be taken by Superintendent (any action must be consistent with collective bargaining agreement or individual contract): _____

If bullying is by another adult person associated with the school (e.g., volunteer, visitor, or contractor): _____

If bullying involved a school-affiliated organization: _____

Signature of investigator: _____

If investigator is not building principal, copy to principal on [_____]

Date

Copy to Superintendent on [_____]

Date

Actions Taken by Principal

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

Alternative discipline imposed for this student (if applicable):

- _____ 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
- _____ Participating in skills building and resolution activities, such as social/ emotional/ cognitive skills building , resolution circles and restorative conferencing
- _____ Community service

Referral to law enforcement? _____ Yes _____ No

Written notice has been provided to parent(s)/guardian(s) of the student who has been found to have engaged in bullying, including the process for appeal.

Notification sent by principal: (Date) _____

Copy sent to Superintendent: (Date) _____

Appeal of Principal's Decision

Date appeal submitted: _____

All appeals to the Superintendent must be submitted, in writing, to the Central Office with 14 calendar days of the building principal's decision. The Superintendent's decision shall be final.

Superintendent's decision: _____

Date parent(s)/guardian(s) notified of Superintendent's decision: _____

Actions Taken by the Superintendent

_____ Recommendation to Board for student expulsion

_____ Action on student/parent appeal of principal's decision

_____ Action taken against employee: (If confidential employment action, in personnel file)

_____ Recommendation to Board for suspension/revocation of sanctioning/approval of school-affiliated organization

_____ Other: _____

Adopted: March 2013

Revised: March 2017