

RSU 73 BULLYING INVESTIGATION 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 incident(s): _____

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

Name(s) of alleged target: _____

Name(s) of alleged bully(bullies):

Name(s) of potential witnesses:

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

_____ on school property

_____ on 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 received special services, when were Special Services 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 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 RSU 73 records show prior reports of alleged or substantiated incidents of bullying involving the alleged target or 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) (dates and details):

Communications 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):

Communications with parent(s) of alleged bully (bullies) (dates and details):

Meeting/interview of persons identified as witnesses (dates and summary of information provided):

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 (s) 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 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 involves 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
- Participation 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 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 within 14 calendar days of the building principal's decision. The Superintendent's decision shall be final.

Superintendent 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

Adopted: September 14, 2017