

JICK-E2 - Bullying Investigation And Response Form

JICK-E2 - MSAD #35 - 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 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 receives 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 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 school unit's 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 parents(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 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 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 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'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: _____

Cross Reference: ACAA-R - Student Harassment and Sexual Harassment Procedure

JICK - Bullying

JICK-R - Bullying-Administrative Procedure

JRA-R - Student Education Records and Student Information

Policy Adopted: November 1, 2006

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