

**Chebeague Island School Department
School Committee Policy**

JICK-E2

CIS BULLYING INVESTIGATION AND RESPONSE FORM

Date the alleged incident of bullying was reported: _____

Name of person(s) investigating alleged incident(s): _____

Position/title of investigator(s): _____

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 the Special Services Director
and/or the 504 Coordinator notified of the incident:

Person notified: _____ Date: _____

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

Chebeague Island School Department

**Chebeague Island School Department
School Committee Policy**

JICK-E2

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 the Special Services Director and/or the 504 Coordinator notified of the incident:

Person notified: _____ Date: _____

Do the 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): _____

**Chebeague Island School Department
School Committee Policy**

JICK-E2

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 School Committee 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:

**Chebeague Island School Department
School Committee Policy**

JICK-E2

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 the bully is a school employee, recommendation for action to be taken by Superintendent/Principal (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, contractor): _____ or _____

If bullying involves a school-affiliated organization: _____

Signature of investigator: _____

If the investigator is not the Teacher Leader or Superintendent/Principal, copy was sent to Teacher Leader or Superintendent/Principal on (date): _____.

ACTIONS TAKEN BY TEACHER LEADER

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 communicate about the student's behavior
- 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 Teacher Leader (date): _____

Copy to Superintendent/Principal (date): _____

APPEAL OF TEACHER LEADER'S DECISION

Date appeal submitted: _____

All appeals to the Superintendent/Principal must be submitted, in writing within 14 calendar days of the Teacher Leader's decision. The Superintendent/Principal's decision shall be final.

Superintendent/Principal's decision: _____

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

ACTIONS TAKEN BY THE SUPERINTENDENT/PRINCIPAL

____ Recommendation to School Committee for student expulsion

____ Action on student/parent appeal of Teacher Leader's decision

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

____ Recommendation to School Committee for suspension/revocation of sanctioning/approval of school-affiliated organization

____ Other: _____
