

CODE: JICK-E2

KITTERY BULLYING INVESTIGATION AND RESPONSE FORM

(To Be Completed by Authorized School Personnel)

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 (check one)	<input type="checkbox"/>	Student	<input type="checkbox"/>	Parent	<input type="checkbox"/>	School employee
	<input type="checkbox"/>	Coach/Advisor	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>	Other (explain)

Name of alleged target(s):						
Name of alleged bully(ies):						
Name(s) of potential witnesses:						
Where did the alleged incident(s) occur (check one or more):	<input type="checkbox"/>	on school property			<input type="checkbox"/>	at school
	<input type="checkbox"/>	on school bus			<input type="checkbox"/>	off-campus
	<input type="checkbox"/>	at a school sponsored activity			<input type="checkbox"/>	elsewhere (be specific)
	<input type="checkbox"/>	through use of technology				

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

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Does targeted student have an IEP?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	(If yes, refer to plan)
Does targeted student have a 504 plan?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	(If yes, refer to plan)
Is the targeted student in the referral process for either?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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:	
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Does alleged bully have an IEP?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	(If yes, refer to plan)
Is the alleged bully in the referral process for either?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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:	
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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):

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

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

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

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Is the alleged bullying substantiated, i.e., does the alleged conduct meet the definition of bullying as articulated in School Committee policy?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Nature of harm incurred:

<input type="checkbox"/>	Physical harm to student or damage to student's property
<input type="checkbox"/>	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
	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:

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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:

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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):

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

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If bullying involves a school-affiliated organization:

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Signature of investigator	
Date	
If investigator is not building principal, copy to principal on [date]	
Copy to Superintendent on [date]	

ACTIONS TAKEN BY PRINCIPAL/ASSISTANT 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 restoration conferencing
	Community service

Referral to law enforcement?

Yes	No
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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/ASSISTANT PRINCIPAL'S DECISION

Date appeal submitted:	
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All appeals to the Superintendent must be submitted, in writing, to the Central Office within 14 calendar days of the building principal's/assistant principal's decision. The Superintendent's decision shall be final.

Superintendent's decision:

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Date parent(s)/guardian(s) notified of Superintendent's decision:	
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ACTIONS TAKEN BY THE SUPERINTENDENT

	Recommendation to School Committee for student expulsion
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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
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	Other
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Revised: August 2017