

REGION TWO SCHOOL OF APPLIED TECHNOLOGY

File: JICK-E2

BULLYING AND CYBERBULLYING RESPONDING FORM

To be completed by the Director promptly from the time that the Report Form is received.

Date the alleged incident of bullying was being reported: _____

Name of person investigating the report of alleged incident of bullying:

Signature Title

Details

Person(s) who completed the Reporting Form (if indicated):

Person reporting is (circle one): student parent grandparent guardian
school staff Other: _____

A. Name of student(s) who is believed to have been bullied:

Was the behavior (as indicated in the description of the alleged incident on the Reporting Form) related to the targeted student's actual or perceived:

_____ Race/Color

_____ Sex

_____ Sexual Orientation (including gender identity and gender expression)

_____ Religion

_____ National Origin/ancestry

_____ Disability

If so,

- Refer to Cooperative Board policy ACAA: Harassment and Sexual Harassment of Students
- Include Region Two's Affirmative Action Officer in this investigation, and

- If the behavior includes threats, violence, and/or property damage, it may be enforceable under the Maine Civil Rights Act and should be referred to local law enforcement.

Does the student have a 504 plan? Yes No

Does the student have an IEP? Yes No

If yes to either question above, please refer to the student's 504 plan or IEP.

Is the student in the referral process for either? Yes No

If the student receives Special Education Services, when was the Director notified??

Date: _____

B. Name of student(s) or adult(s) who is alleged to have bullied:

The reported alleged incident occurred:

_____ on school grounds

_____ on the school bus

_____ at a school-sponsored activity

_____ through the use of technology - at home ____ at school ____

_____ elsewhere-(be specific) _____

Date: _____

Time of incident: _____

Does the student have a 504 plan? Yes No

Does the student have an IEP? Yes No

If yes to either question above, please refer to the student's 504 plan or IEP.

Additional details known: _____

Have there been prior reports of alleged incidents of bullying or substantiated incidents of bullying involving the student(s) and/or adult(s): Yes No

If yes, please include details and outcomes:

Evidence of allegation of bullying provided to Region Two or in Region Two's possession used in this investigation:

- | | |
|---------------------------|--------------------------------|
| _____ school video camera | _____ letters |
| _____ school bus camera | _____ phone conversation notes |
| _____ cell phone video | _____ written statements |
| _____ electronic photos | _____ hospital reports |
| _____ printed photos | _____ police reports |
| _____ email(s) | _____ other (specify) |

Communication:

When did you contact the parent(s) or guardian(s) of the student(s) who was believed to have been bullied? Date: _____

Details of communication: _____

The Director met with the student(s) who was believed to have been bullied on: _____

Details of communication: _____

When did you contact the parent(s) or guardian(s) of the student(s) who was alleged to have bullied: Date: _____

Details of communication: _____

The Director met with the student(s) alleged to have bullied on:

Date: _____

Details of

communication: _____

Did the person reporting the alleged incident identify any witnesses? Yes No

Did Region Two identify any witnesses? Yes No

If yes, the Director met with the witness(es) on: Date: _____

Details of

communications: _____

Safety Measures

Local or state law enforcement will be contacted for potential:

_____ criminal charges

_____ civil action under the Maine Civil Rights Act

_____ N/A

What measures are being taken throughout the investigation to ensure the safety of the student who was believed to be bullied? _____

When was there communication with parent(s) or guardian(s) of the student(s) who was believed to have been bullied about these safety measures:

Date: _____

Detail of communication: _____

Determination of Bullying:

Behavior(s) had the effect of:

_____ **Physically harming a student or damaging a student's property; or**

_____ **Placing a student in reasonable fear of physical harm or damage to the student's property:**

OR

Behavior(s) interfered with the rights of a student by:

_____ **Creating an intimidating or hostile educational environment for the student; or**

_____ **Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by Region Two.**

_____ **None of the above**

Summary of Investigation: Use additional sheet

Outcomes: Use additional sheet

Is this a substantiated incident of bullying??

Yes No

If yes, refer to the Remediation Form (JICK-E3) to indicate specific nature(s) of the incident, the consequences, and actions taken for the student who has bullied. This substantiated incident is to be reported to the Maine Department of Education.

If no, refer to the student code of conduct and disciplinary policies for student behavior.

Signature and Title of Investigator

Date: _____