

**JEFFERSON VILLAGE SCHOOL
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: _____

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Adopted: April 3, 2017