

Maine Dept. of Education Model Reporting Form JICK-E1

BULLYING AND CYBERBULLYING REPORTING FORM

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

Upon completion of this form, or when providing a verbal report, submit to designated school personnel or administrative office.

Date the alleged incident of bullying is being reported: \_\_\_\_\_

Person(s) reporting the alleged incident(s) of bullying (this is optional as reports can be made anonymously, except when reported by staff, coaches and advisors): \_\_\_\_\_

Person(s) completing this form (if different than person listed above and not anonymously reporting): \_\_\_\_\_

Person reporting is: school staff coach student parent advisor other grandparent guardian \_\_\_\_\_

Contact information of person reporting (optional):
home or work phone: ( ) Cell phone: ( )
email:
home address:

Details

Name of student(s) who is believed to have been bullied: \_\_\_\_\_

Name of the student(s) or adult(s) who is alleged to have bullied: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s)/time(s) of day: \_\_\_\_\_

Location(s) of incident(s): \_\_\_\_\_

Were there any witnesses? [ ] yes [ ] no

May the school personnel conducting an investigation contact these witnesses?

[ ] yes [ ] no

If so, please provide names of witnesses to be contacted during the investigation:

\_\_\_\_\_
\_\_\_\_\_

Please provide a description of incident(s) and include any supporting documentation:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

(use additional pages, if needed)

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I agree that the information on this form is accurate and true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of person reporting (optional) Date: \_\_\_\_\_

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Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Position/title: \_\_\_\_\_

Copy to school principal on: \_\_\_\_\_  
Date

Copy received: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of school principal

Copy to superintendent on: \_\_\_\_\_  
Date

Copy received: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of superintendent

First Reading: 10/6/16  
Approved: 12/1/16