

MSAD 75 JICK E-1 (Bullying and Cyberbullying) Reporting Form

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to MSAD 75 school personnel. Upon the digital completion of this form, the form will automatically be submitted to the designated school or administrative office.

Please Note: *If you desire to submit this form anonymously, please download a paper copy of the form and deliver or mail it to your school 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 incidents are reported by staff, coaches, or advisors):*

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

Person reporting is:

- Student
- Parent or Guardian
- Grandparent
- School Staff
- Coach
- Advisor
- Other *(please specify)*

Contact information of person reporting *(optional):*

Home Phone:

Cell Phone:

Work phone:

Email:

Home Address:

Incident 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) of alleged bullying:

Time(s) of day of alleged bullying:

Location(s) of alleged bullying:

Were there any witnesses of the alleged bullying?

May the school personnel conducting an investigation contact these witnesses?

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

Please provide a description of the incident(s). You may upload any supporting documentation:

Do you have additional documentation to attach to this form?

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 if submitting on paper*)

Date Signed

MSAD 75 INTERNAL USE ONLY:

Internal Step 1 – To be completed by the Original Form Recipient

Form Originally Received by: _____ Position or Title: _____

Date the form was originally received: _____

I certify that this form was provided to the school principal or designee on this date: _____

Signature of Original Form Recipient: _____

Internal Step 2 – To be completed by the School Principal or Designee

School Principal or Designee Name: _____

Date the form was originally received: _____

I certify that I received a copy of this form on this date: _____

Signature of School Principal or Designee: _____

Internal Step 3 – To be completed by the School Principal or Designee

I certify that on the date _____, I informed the parent(s) or guardian(s) of the involved students about the submission of this form, and notified them that an initial investigation into a peer conflict will occur.

Signature of School Principal or Designee: _____

Visit link75.org for access to the JICK-E2 Form.