

**Mesa Public Schools
BULLYING REPORT**

Name of Reporter	Date/Time of Report
Contact Information	School Name

Student **Parent** **Employee** **Other**

Bullying means any aggressive, intentional behavior carried out by a person or group repeatedly and over time against a victim who cannot easily defend himself or herself. **Bullying** requires an observed or perceived imbalance of power — such as physical strength, access to embarrassing information, or popularity — between the bully and victim.

Bullying conduct may be verbal, physical, or relational. **Bullying** includes cyberbullying that occurs on school property or at a school-sponsored event; substantially interferes with a student's education; threatens the overall educational environment; or substantially disrupts the operation of school or its programs. *See MPS Policy JFD for additional information.*

Note: If the reporter alleges abusive conduct based on race, color, national origin, religion, sex (including sexual orientation, gender identity, pregnancy or marital status) or disability, the complaint must be documented using the Harassment Report form [JFD-R-F(1)].

Part I. Report Information

Name and contact information of the alleged victim of bullying:

Name and contact information of person accused of bullying:

Date, time, and location of the Incident(s):

Name and contact information of persons who witnessed the incident(s):

Name and contact information of persons whom the victim later spoke with about the incident(s):

Describe the incident, including a description of the conduct of the accused.

Has the victim been previously harassed or bullied by the accused or others? Yes No If so, describe:

Has the accused been involved in other incidents of harassment or bullying? Yes No If so, describe:

Please attach additional sheets if necessary.

Part II. Investigation Findings

I find that the following incident or incidents occurred:

I find that:

- The accused bullied the victim, based on the standard in Policy JFD.
- The accused did not bully the victim, based on the standard in Policy JFD.
- The evidence of bullying is inconclusive.

Part III. Resolution of Investigation

Disciplinary action:

Remedial Action:

Communication of Findings and Resolution:

To Victim/Parent:	Date:	Notice of Appeal Rights Delivered: Yes <input type="checkbox"/> No <input type="checkbox"/>
To Accused/Parent:	Date:	
Report completed by:		
Name(s)	Signature(s)	Date

Important Guidelines for Investigation and Report:

The administrator must use the “preponderance of the evidence” standard to decide whether the victim was bullied. This means that a finding of bullying is required if, based on the evidence, the claim is more probably true than not true.

If bullying occurred, the disciplinary action and remedial action must be calculated to prevent further acts of bullying. The administrator should consult with the area assistant superintendent regarding appropriate discipline and remedial action.

The administrator may take disciplinary action in response to other misconduct determined to have occurred, regardless of the outcome of the investigation. Likewise, the administrator may take remedial action to support the victim or avoid further concerns about bullying, regardless of the outcome of the investigation.

The victim/parent must be informed of appeal rights by giving to the victim/parent the Notice of Appeal Rights: Bullying Complaint attached to this Harassment Report form. The accused may appeal a disciplinary consequence, if any, through the student discipline process.

A completed Bullying Report is a confidential record. The findings and resolution must be communicated only to the victim, the accused, and their parents. If requested, a copy of the Bullying Report may be given to the victim or the accused if the names and other personally identifiable information of students, other than the student recipient, are redacted from the copy. Statements of witnesses may not be disclosed to persons other than the person who provided the statement. A student’s disability, if any, must not be disclosed.

If the finding of bullying is negative or inconclusive, the report must not be maintained in the file of the accused.