

## Bullying Substantiation Form

Please use this form as a guide when evaluating whether an alleged bullying report or disciplinary referral constitutes substantiated bullying behavior.

Date of Report: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Name(s) of Alleged Offender: \_\_\_\_\_

Name(s) of Alleged Victim: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Reason for Review (circle one):      Alleged Bullying Report Received      or      Disciplinary Referral

Did the incident in question meet any one (1) of the criteria below? (Circle YES or NO for each criteria)

*The incident involved an intentional written, electronic, verbal or physical act against another student, a school district or charter school volunteer, or a school district or charter school employee that a reasonable person under the circumstances should know will have any of the following effects:*

YES    NO	<i>(1) Placing a student, school district or charter school volunteer, or school district or charter school employee in reasonable fear of substantial harm to the student's, volunteer's, or employee's emotional or physical well-being or substantial damages to the student's, volunteer's, or employee's property;</i>
YES    NO	<i>(2) Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target;</i>
YES    NO	<i>(3) Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits;</i>
YES    NO	<i>(4) Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school district or charter school volunteer, or a school district or charter school employee.</i>

If you answered "yes" to any one (1) of the above, you need to do the following:

1. The incident is to be substantiated as bullying and recorded in the eSchool Discipline Center using code D0701 and answering "yes" to the question asking if the incident is bullying. This code may be used alone or in addition to other offense codes which may apply to the incident.
2. Determine and enter the reason(s) for the bullying into the "Incident Related To" field. Definitions can be found here:  
<http://www.doe.k12.de.us/cms/lib09/DE01922744/Centricity/Domain/274/Bullying%20Reason%20Combined%20Doc.pdf>
3. Notify the guardians of all students involved about the bullying incident and that you reported the incident to the DDOE.
4. Document the guardian contact on the "General" screen on both the Offender and Victim Detail screens.
5. Distribute the DDOJ form regarding the School Ombudsman to the guardians of all students involved (if not done already during allegation phase).
6. If the substantiation was a result of a disciplinary referral, you must also record, if not already, the referral as a bullying allegation on the DOE Alleged Bully Victim screen.

Please record any notes on the back of this form.

NOTES: