

Agawam Public School District

Bullying Incident Reporting Form

Directions: Bullying is serious and will not be tolerated. This is a form to report alleged bullying behavior that occurred on school property; at a school activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year as required under M.G.L. c. 71, § 370. If you wish to report an incident of alleged bullying behavior, complete this form and return to the Principal at the student target's school. Contact the school for additional information or assistance at any time.

Definitions are provided below for your reference when completing this form.

Definitions:

Aggressor – a student who engages in bullying, cyberbullying, or retaliation.

Bullying – the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

Cyberbullying – bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment – a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Target – a student against whom bullying, cyberbullying, or retaliation is directed.

Retaliation – any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or had reliable information about bullying.

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Please Print

Bullying Incident Report

Today's Date ___/___/___ School: _____

Person Reporting Incident: Student Parent/Guardian Staff Other _____

Name: _____

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

Telephone number(s) _____

Check whether you are the: Target of the behavior Reporter (not Target)

Check whether you are a: Student Staff Member (specify role) _____

Parent Administrator Other (specify) _____

Was this incident reported to the police? Yes No

Report/Complaint

Name of Target (of behavior): _____

Name of Aggressor(s) (Person(s) who engaged in the behavior):

Date of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

Did the bullying occur at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school? Yes No

Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Place a (x) next to the statement(s) that best describes what happened (choose all that apply)?

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Electronic Communication (specify) _____
- Other (specify) _____

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Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

Is there any additional information you would like to provide?

Signature of Person Filing this Report: _____ Date: _____
(Note: Reports may be filed anonymously and will be investigated; however, no disciplinary action shall be taken against an alleged aggressor solely on the basis of an anonymous report.)

Form Given to: _____ Position _____ Date: _____
(Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.)

If the administrator/designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.