

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

APPENDIX E

INCIDENT REPORTING FORM

1. **Name of Reporter/Person Filing the Report:** _____

(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.)

2. **Check whether you are the:** Target of the behavior Reporter (not the target)

3. **Check whether you are a:** Student _____ Grade/Age Staff member (specify role)
 Parent Administrator Other (specify)

Your contact information/telephone number: _____

4. **If student, state your school:** _____

5. **If staff member, state your school or work site:** _____

6. **Information about the incident:**

Name of Target (of behavior): _____

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

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

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

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

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

8. **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.**

FOR ADMINISTRATIVE USE ONLY

9. **Signature of Person Filing this Report:** _____ **Date:** _____

(Note: Reports may be filed anonymously.)

10. **Form Given to:** _____ **Position:** _____ **Date:** _____

Signature _____ **Date Received:** _____

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II. INVESTIGATION

1. Investigator(s): _____ Position(s): _____

2. Interviews:

<input type="checkbox"/>	Interviewed aggressor	Name: _____	Date: _____
<input type="checkbox"/>	Interviewed target	Name: _____	Date: _____
<input type="checkbox"/>	Interviewed witnesses	Name: _____	Date: _____
		Name: _____	Date: _____

3. Any prior documented incidents by the aggressor? Yes No
 If yes, have incidents involved target or target group previously? Yes No
 Any previous incidents with findings of BULLYING, RETALIATION? Yes No

Summary of Investigation:

(Please use additional paper and attach to this document, as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Bullying Determination Questions:

Was there a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at the victim: YES NO If NO, then there is no finding of bullying. If YES, did that written, verbal, or electronic expression or a physical act or gesture or any combination thereof:

	YES	NO
Cause physical or emotional harm to the victim or damage to the victim's property	<input type="checkbox"/>	<input type="checkbox"/>
Place the victim in reasonable fear of harm to himself or damage to his property	<input type="checkbox"/>	<input type="checkbox"/>
Create a hostile environment at school for the victim	<input type="checkbox"/>	<input type="checkbox"/>
Infringe on the rights of the victim at school	<input type="checkbox"/>	<input type="checkbox"/>
Materially and substantially disrupt the education process or the orderly operation of the school	<input type="checkbox"/>	<input type="checkbox"/>

_____ If answers to all questions are NO then **the conduct does not constitute bullying** because it does not satisfy the state standard as defined by Massachusetts General Law c.71, §37O.

If answers to any of the questions is yes, was the conduct repeated? Yes No

_____ If answers is YES, then **the conduct constitutes bullying** because it satisfies the "repeated" standard required by required by Massachusetts General Law c.71, §37O.

_____ If answers is NO, then **the conduct does not constitute bullying** because it does not satisfy "repeated" standard required by required by Massachusetts General Law c.71, §37O.

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Did bullying occur: (in order for the school to take action one of the following must be checked)

- On school grounds;
 - On property immediately adjacent to school grounds;
 - At school-sponsored or school-related activities;
 - At school functions or programs whether on or off school grounds;
 - At school bus stops;
 - On school buses or other vehicles owned, leased or used by the school district;
 - Through the use of technology or an electronic device owned, leased or used by the school district;
 - Through the use of technology or an electronic device that is not owned, leased or used by the school district
- and** the act or acts in question: create a hostile environment at school for the target; infringe on the rights of the target at school; and/or materially and substantially disrupt the education process or the orderly operation of a school.

Is the behavior an act of retaliation? Yes No

2. **Finding of bullying or retaliation:** Yes No

Bullying

Retaliation

Incident documented as _____

Discipline referral only _____

3. **Contacts:**

Target's parent/guardian Date: _____ **Aggressor's parent/guardian** Date: _____

Guidance Counselor Date: _____ **Law Enforcement** Date: _____

4. **Action Taken:**

Loss of Privileges **Detention** **Student Assistance Referral** **Suspension**

Community Service **Education** **Other**

5. **Describe Safety Planning:**

Follow-up with Target: scheduled for _____ Initial and date when completed: _____

Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal Date: _____ **Report forwarded to Superintendent** Date: _____

Signature and Title _____ **Date:** _____