

South Hadley Public Schools Bullying Incident Reporting Form

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Incident Report to be filed in the disciplinary record and incident entered into the electronic student management system.

Directions: Incidents of bullying/harassment/intimidation are serious offenses and will not be tolerated. If you are a student, the parent/guardian of a student, a volunteer or visitor, and wish to report an incident of alleged bullying/harassment/intimidation, complete this form and return it to the Principal or Administrative Designee at the student's school. All school employees are required to report alleged violations. Contact the school for additional information or assistance at any time. This form can be completed anonymously by omitting signature and name and returning to the school main office or guidance department.

Every reported act of bullying will be investigated, and parents/guardians will be informed.

Name of Student Target: _____ Grade/School: _____

Name(s) of Alleged Offenders	Grade	School	Is she/he a student?	
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Incident Date: ____/____/____ **Approximate Time:** _____

Where did the incident occur? (Check all that apply)	What happened during the incident? (Check all that apply)	Did a physical injury result from this incident? (Check one)
<input type="checkbox"/> School Bus/Stop <input type="checkbox"/> To/From School <input type="checkbox"/> Text/Phone/Internet/ Social Media <input type="checkbox"/> School sponsored activity <input type="checkbox"/> Event off school property <input type="checkbox"/> School Grounds <input type="checkbox"/> Other _____	<input type="checkbox"/> Taunting <input type="checkbox"/> Retaliation <input type="checkbox"/> Threat <input type="checkbox"/> Humiliation <input type="checkbox"/> Intimidation <input type="checkbox"/> Exclusion <input type="checkbox"/> Stalking <input type="checkbox"/> Physical Contact <input type="checkbox"/> Extortion/Theft <input type="checkbox"/> Cyber-bullying <input type="checkbox"/> Other _____	<input type="checkbox"/> No <input type="checkbox"/> Yes, medical attention required (____# of school days lost) <input type="checkbox"/> Yes, medical attention NOT required
		Did student miss school for emotional reasons? <input type="checkbox"/> Yes(____# of school days lost) <input type="checkbox"/> No
		Have there been other reported or non-reported incidents with the Alleged Aggressor(s) in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe those incidents in the space provided.

Describe this incident: _____

[Note any unreported incidents that may have occurred in the past (use the back of this sheet for additional space)]

Are you: Student Faculty/Staff Parent/Guardian Other: _____

Leave blank if reporting anonymously.

Person reporting incident: (Please Print) _____

If not a student, telephone/cell information: _____

Signature: _____ Date: _____