

**North Reading Public Schools
BULLYING PREVENTION AND INTERVENTION
INCIDENT REPORTING FORM**

Please complete this form within 24 hours of your oral or written/emailed report to the principal or designee. Everyone should immediately take all steps practical to assure the student's safety. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

1. Name of Reporter/Person Filing this Report: _____

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

3. Check whether you are a: ☐ Student ☐ Staff member (specify role) _____

☐ Parent ☐ Administrator ☐ Other (specify) _____

Your telephone number: (_____) _____ email: _____

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

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

6. Information about the Incident:

 Name of Target (of behavior): _____

 Name of Alleged 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 paper and attach to this document as needed.

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

10. Form Given to: _____ Date: _____

Name of Building Principal/Designee

 Office Stamp/Administrator Signature: _____ Date Received: _____

Reports may be filed anonymously by sending a letter to Patrick Daly, Title IX Coordinator, 19 Sherman Rd, North Reading MA 01864. No Disciplinary action will be taken solely on the basis of an anonymous report.