

North Reading Public Schools

Bullying Incident Report Form

Please complete this form within 24 hours of your oral or written report to the principal or designee after taking all steps practical to assure the immediate safety of the student(s). 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.

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, 189 Park Street, North Reading, MA, 01864. No Disciplinary action will be taken solely on the basis of an anonymous report.