

Monson 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 database>.

Directions: Bullying is a serious offense 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, 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 <appropriate location>.

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?
 Yes No

_____ Yes No

Incident Date: ____ / ____ / ____

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"/> Taunting <input type="checkbox"/> Retaliation	<input type="checkbox"/> No	
<input type="checkbox"/> To/From School	<input type="checkbox"/> Threat <input type="checkbox"/> Humiliation	<input type="checkbox"/> Yes, medical attention required	
<input type="checkbox"/> Text/Phone/Internet/ Social Media	<input type="checkbox"/> Intimidation <input type="checkbox"/> Exclusion	<input type="checkbox"/> Yes, medical attention NOT required	
<input type="checkbox"/> School sponsored activity	<input type="checkbox"/> Stalking <input type="checkbox"/> Physical Contact	Student absent from school as a result of the incident?	
<input type="checkbox"/> Event off school property	<input type="checkbox"/> Theft <input type="checkbox"/> Cyber-bullying	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> School Grounds <input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	Number of days absent:	

Describe the incident: (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) _____

Telephone/Cell Information: _____

Signature: _____ Date: _____