

## BULLYING

The Worcester Public Schools certifies that its schools have adopted and are enforcing a Bullying Prevention and Intervention Plan. **In accordance to the law, all school employees are required to immediately report any instances of bullying or retaliation that they have witnessed or become aware of to the principal.** An Anonymous Bullying Reporting Line has been established at (508) 799-3472. The entire plan can be viewed at: <http://preventbullying.worcesterschools.org>

Based on information reported to the school administrator, the administrator will investigate all report and complaints of bullying, cyber-bullying, and retaliation, and take immediate action to end bullying behavior and restore the target's sense of safety and will engage support staff to determine subsequent steps which may include, but not be limited to, disciplinary action, a strategy for providing support services or referral to appropriate services for aggressors and targets and for appropriate family members of said students, and criminal charges may be pursued against the aggressor.

To appeal a decision regarding student to student bullying, contact the Office of Instruction and School Leadership at 508-799-3499 and Mr. Robert Pezzella at 508-799-3472.

To appeal a decision regarding staff to student bullying, contact Jennifer Boulais, Chief Human Resources Officer at 508-799-3020.

## BULLYING PREVENTION AND INTERVENTION 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  Staff member (specify role) \_\_\_\_\_

Parent  Administrator  Other (specify) \_\_\_\_\_

Your contact information/telephone number: \_\_\_\_\_

**4. If student, state your school:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

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

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**6. Information about the Incident:**

Name of Target (of behavior) (*Victim*): \_\_\_\_\_

Name of Aggressor (Person who engaged in the behavior) (*Bully*): \_\_\_\_\_

Date(s) of Incident(s): \_\_\_\_\_

Time When Incident(s) Occurred: \_\_\_\_\_

Location of Incident(s) (Be as specific as possible): \_\_\_\_\_

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**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 \_\_\_\_\_

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**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.**

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FOR ADMINISTRATIVE USE ONLY

**9. Signature of Person Filing this Report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Note: Reports may be filed anonymously.)

**10. Form Given to:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completed forms can be submitted to your school's office or mailed to the School Safety Office or faxed to the School Safety Office at the following:

Mail to: School Safety Office, Worcester Public Schools, 20 Irving Street, Room 101, Worcester, MA 01609 or fax to : (508)799-3173

Call or Email the Safety Office with any questions regarding the bullying reporting procedure at Email: [reportbullying@worc.k12.ma.us](mailto:reportbullying@worc.k12.ma.us) or call (508)799-3472

Visit [www.preventbullying.worcesterschools.org](http://www.preventbullying.worcesterschools.org) to obtain copies of this form and obtain more information and resources.