

WORCESTER PUBLIC SCHOOLS

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:** _____

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): _____

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 space on back if necessary.*

9. **Check box if the target has been harassed due to membership in a protected class such as (mark as appropriate):**

☐ Race/color ☐ Religion ☐ Gender ☐ Gender Identify
☐ National origin ☐ Disability ☐ Sexual Orientation ☐ Citizenship status

If the box is checked, please identify the protected class, report to the Quadrant Office and follow protocols for response.

10. **Individual filing this report:** _____ **Date:** _____

11. **Form given to:** _____ **Position:** _____ **Date:** _____

*** FOR ADMINISTRATIVE USE ONLY ***

Completed forms may be submitted to your school's office or mailed/faxed to **the Quadrant Office, Worcester Public Schools, 20 Irving Street, Room 102, Worcester, MA 01609**, or faxed to **508-799-3016**.

Call or Email the Quadrant Office with any questions regarding the bullying reporting procedure at **508-799-3499**.

Visit <http://worcesterschools.org/bullying-prevention> to obtain copies of this form and obtain additional information and resources.

Updated: October 2022