

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.*

***** 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 may be submitted to your school's office or mailed/faxed to the School Safety Office at the following:

School Safety Office, Worcester Public Schools, 20 Irving Street, Room 101, Worcester, MA 01609
or faxed to 508-799-3173.

Call or Email the School Safety Office with any questions regarding the bullying reporting procedure at 508-799-3472
or reportbullying@worc.k12.ma.us

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