

Agawam Public School District

Harassment or Intimidation (Bullying) Report Form

Directions: Harassment and intimidation (bullying) are serious and will not be tolerated. This is a form to report alleged harassment and intimidation (bullying) that occurred on school property; at a school activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you wish to report an incident of alleged harassment or intimidation (bullying), complete this form and return it to the Principal at the student target's school. Contact the school for additional information or assistance at any time.

Definitions:

Aggressor – a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

Bullying – the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

Cyberbullying – bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment – a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Target – a student against whom bullying, cyberbullying, or retaliation is directed.

Retaliation – any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or had reliable information about bullying.

Please Print

Today's Date ___/___/___ School: _____

Person Reporting Incident Student Staff Member (specify role) _____ DCF
 Parent Administrator Other (specify) _____

Name: _____

(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.)

Telephone number(s) _____

Check whether you are the: Target of the behavior Reporter (not Target)

Report/Complaint

Name of Target (of behavior): _____

Name of Aggressor(s) (Person(s) who engaged in the behavior):

Date of Incident(s): _____ Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Place a (x) next to the statement(s) that best describes what happened (choose all that apply)?

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes Excluding or rejecting the student
- Making rude and/or threatening gestures Spreading harmful rumors or gossip
- Intimidating, extorting, or exploiting
- Electronic Communication (specify) _____
- Other (specify) _____

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.

Signature of Person Filing this Report: _____ Date: _____

(Note: Reports may be filed anonymously and will be investigated; however, no disciplinary action shall be taken against an alleged aggressor solely on the basis of an anonymous report.)

Form Given to: _____ Position _____ Date: _____

Please note that filing this report with the school does not exclude your right to notify the local law enforcement agency when criminal charges may be pursued against the aggressor.

Incident # _____ (to be assigned by administrator)