

MAYNARD PUBLIC SCHOOLS



Admin. Reg. #18.1 BULLYING PREVENTION & INTERVENTION INCIDENT REPORTING FORM

Massachusetts General Laws Chapter 71, § 370 Bullying Policy and Training Requirements requires the development of a bullying prevention and intervention plan. The Maynard Public Schools Bullying and Intervention Plan Section V, Policies and Procedures for Reporting and Responding to Bullying and Retaliation, describes how reporting bullying or retaliation allegations will be received. Reports of bullying or retaliation may be made in writing, verbally or anonymously. In all cases the report will be documented on this Bullying Prevention & Intervention Incident Reporting Form.

If the report is verbal or anonymous, the administrator receiving the report will have another person scribe for the anonymous reporter to officially log the reporter's verbal or anonymous report on the Bullying Prevention & Intervention Incident Reporting Form. That scribe will then deliver the written report to the investigator.

| | | | | | |
|----------------------------|---|---------------------------------|---|------------------------------------|---|
| | √ | | √ | | √ |
| Report written by reporter | | Verbal report written by scribe | | Anonymous report written by scribe | |

Report's name _____ Contact Information _____

| | | | |
|--------------------------------|---|---------------|---|
| Check whether the reporter is: | √ | | √ |
| Target of the behavior | | Administrator | |
| Parent | | Student | |
| Staff Member (Role) | | Other | |

Information about the Incident:

| |
|---|
| Name of Target (of behavior): |
| School/Grade: |
| Name of Aggressor(s)-(Person(s) who engaged in the behavior): |
| Date(s) of Incident(s): |
| Time when Incident(s) Occurred: |
| Location of Incident(s) Be Specific: <input type="checkbox"/> On school property <input type="checkbox"/> At a school-sponsored activity or event <input type="checkbox"/> At bus stop <input type="checkbox"/> On the bus <input type="checkbox"/> On the way to/from school <input type="checkbox"/> On the computer <input type="checkbox"/> Other _____ |

Witnesses:

List names of people who saw the incident or who have information about it as well as a descriptor i.e. Student, Staff, Other:

Incident(s):

Describe the details of the incident(s), including names of people involved, what happened, and what each person did and said, including specific words used. Use Additional paper if necessary.

Signature of Reporter filing this report (if not anonymous)

Date

Signature of person writing this report

Date

Signature of Administrator receiving form

Date

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BULLYING PREVENTION & INTERVENTION
INCIDENT INVESTIGATION FORM

CONFIDENTIAL
(Administrative Use Only)

Report #

Interviews:

List names of people interviewed, including target, aggressor(s), witnesses, and others:

Any prior documented incidents by the aggressor?

Yes ___ No ___

If yes, have incidents involved target or target group previously?

Yes ___ No ___

Any previous incidents with findings of bullying and/or retaliation?

Yes ___ No ___

Summary of Investigation:

Investigation results including details of the incident and include names of people involved, what happened, and what each person did and said (include specific words used). Use additional paper if necessary.

Conclusions from investigation:

| Finding | √ | Confirming Reportable Evidence | Reportable Actions |
|--|---|--------------------------------|--------------------|
| Bullying | | | |
| Retaliation | | | |
| Other - Conflict (Behavior that may happen on occasion, where the target and the aggressor have an equal balance of power, both parties are upset and often take responsibility for their part in the incident, and where a solution can be found.) | | | |
| Other - Rude Behavior (Behavior that may happen on occasion, can hurt the target's feelings, often stems from thoughtlessness on the part of the rude party, and should be viewed as a teachable moment for the person exhibiting the rude behavior.) | | | |
| Other - Mean Behavior (Mean behavior is not bullying. It is behavior that happens once or twice, intentionally hurts the target, and can deeply hurt the target's feelings.) | | | |
| Other | | | |

Determination communication with alleged Target's parent/guardian (Date):

Determination Communication with alleged Aggressor's parent/guardian (Date):

| | | | | | | | |
|---------------------------|---|--------------------------|---|----------------------------|---|-----------------------|---|
| Actions Taken: | √ | | √ | | √ | | √ |
| Loss of Privileges | | Detention | | Counseling Referral | | Skill Building | |
| Police Referral | | Community Service | | Suspension | | Other | |

Safety Plan

Describe Safety Plan, including: 1) The person(s) responsible for implementing the plan; 2) The person(s) responsible for monitoring the implementation; and 3) The initial date of family notification of the plan and the follow-up date for family review and revision of the plan.

If finding of Bullying or Retaliation:

| | |
|---|--|
| Follow Up w/Target | |
| Follow Up w/Aggressor(s) | |
| Report forwarded to Director of Student Services | |
| Report forwarded to Principal | |
| Report forwarded to Superintendent(if necessary) | |
| Police Notification (if necessary) | |

Signature

Title

Date

MAYNARD
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Date:

Parent/Guardian
Address

Re:

Dear Parent/Guardian:

Summary statement of allegation

In accordance with Massachusetts Chapter 86 of the Acts of 2014, which amended G.L. c. 71, §37O, the anti-bullying statute, an investigation has been conducted after an allegation of bullying and/or retaliation. For more information, please refer to the Maynard Public Schools Bullying Prevention and Intervention Plan.

Administrative Determination:

| Finding | √ | Confirming Reportable Evidence | Reportable Actions |
|----------------|----------|---------------------------------------|---------------------------|
| Bullying | | | |
| Retaliation | | | |
| Other | | | |

Additionally, per Chapter 86 of the Acts of 2014 amended Section 37O of chapter 71 of the General Laws, the District is required to inform parents or guardians about the Department of Elementary and Secondary Education’s problem resolution system and the process for seeking assistance or filing a claim through this problem resolution system. Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent’s office.

Sincerely,

Name:

Title: