

MAYNARD PUBLIC SCHOOLS



BULLYING PREVENTION & INTERVENTION

ADM REG

INCIDENT REPORTING FORM

#18.1

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



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			
Not Bullying or Retaliation			

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 PUBLIC SCHOOLS



Date

Parent/Guardian
Address

Re:

Dear Parent/Guardian,

In accordance with Massachusetts Chapter 86 of the Acts of 2014, which amended G.L. c. 71, §370, 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.

Summary statement

Administrative Determination:

Finding	✓	Confirming Reportable Evidence	Summary of Actions Taken
Bullying			
Retaliation			
Not Bullying or Retaliation			

Additionally, per Chapter 86 of the Acts of 2014 amended Section 370 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