

Georgetown Public Schools

Incident Report Form

"Bullying means the repeated use by one or more students or by a member of 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 another student that:

- (i) causes physical or emotional harm to the other student or damage to the other student's property;
- (ii) places the other student in reasonable fear of harm to himself or of damage to his property;
- (iii) creates a hostile environment at school for the other student;
- (iv) infringes on the rights of the other students at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school."

Person Completing Form:	Today's Date:
Date and Time of Incident:	
Where did the incident happen?	
<input type="checkbox"/> On school property <input type="checkbox"/> On a school bus <input type="checkbox"/> At a school sponsored activity/event <input type="checkbox"/> On the way to/from school <input type="checkbox"/> At bus stop <input type="checkbox"/> Online <input type="checkbox"/> Other	
Who Reported the Incident:	
Name _____	
<input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Close adult relative <input type="checkbox"/> Teacher <input type="checkbox"/> Staff/other <input type="checkbox"/> Student	
Student(s) Involved:	
Name of student victim: _____	Grade: School: _____
Name of alleged offender(s) if known: _____	Grade: School: _____
Name of witness(es): _____	Grade: School: _____

Details of Incident: Please be as specific as possible. (Please attach a separate sheet and/or other reports/documentation if necessary)

To your knowledge, has this occurred before?
☐ Yes ☐ No

Are there immediate safety concerns?
☐ Yes ☐ No

Bullying Investigation Form **Georgetown Public Schools**

1. Investigator(s): _____ Position(s): _____

2. Date complaint was received: _____

3. Interviews:

☐ Interviewed aggressor Name: _____ ☐ IEP/504 Date: _____

☐ Interviewed target Name: _____ ☐ IEP/504 Date: _____

☐ Interviewed witnesses Name: _____ Date: _____

 Name: _____ Date: _____

 Name: _____ Date: _____

 Name: _____ Date: _____

4. 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 or retaliation? ☐ Yes ☐ No

 Are any steps necessary to ensure the safety of the victim prior to investigation? ☐ Yes ☐ No

 If yes, describe the interim safety planning: _____

Summary of Investigation:

(Please use additional paper and attach to this document as needed. Original Incident Report Form must be attached to this document)

CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation: ☐ YES ☐ NO
☐ Bullying²/Cyberbullying² ☐ Incident documented _____
☐ Retaliation ☐ Discipline referral only _____

2. Contacts:

- ☐ Target's parent/guardian Date: _____
☐ Aggressor's parent/guardian Date: _____
☐ Law Enforcement Date: _____

3. Action Taken:

- ☐ Loss of Privileges ☐ Detention ☐ In-School Suspension
☐ Out-of-School Suspension Dates Suspended: _____
☐ Community Service ☐ Education Other _____

4. Describe Safety Planning: _____

² In accordance with M.G.L. c. 71, § 37O, Bullying means: "[T]he repeated use by one or more students or by a member of 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 another student that:

- (i) causes physical or emotional harm to the other student or damage to the other student's property;
- (ii) places the other student in reasonable fear of harm to himself or of damage to his property;
- (iii) creates a hostile environment at school for the other student;
- (iv) infringes on the rights of the other students at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school."

² In accordance with M.G.L. c. 71, § 37O, Cyberbullying means: "Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communication. Cyber-bullying shall also include (i) knowing impersonation of another person as the author of posted content or messages, if the creator or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or persons."

Follow-up with Target: Scheduled for _____ Initial & date when completed: _____

Follow-up with Aggressor: Scheduled for _____ Initial & date when completed: _____

Report forwarded to Principal: Date _____
(If principal was not the investigator)

Signature and Title: _____ **Date:** _____

*** ORIGINAL INCIDENT REPORT FORM MUST BE ATTACHED TO THIS DOCUMENT.**

GEORGETOWN MIDDLE HIGH SCHOOL SUSPENSION REPORT

School:

Student Name:

Grade:

DOB:

Check if Special Needs:

Specific Days of Suspension:

Accumulated Days of Suspension:

Date of Incident:

Summary of Incident:

Summary of Hearing:

Action Taken:

Status of Parent/Guardian Notification:

Action Taken By:

Date:

GEORGETOWN PUBLIC SCHOOLS
Bullying Investigation Flow Chart

