South Hadley Public Schools Bullying/Harassment/Intimidation Incident Reporting Form

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Incident Report to be filed in the disciplinary record and incident entered into the <*electronic database*>.

Directions: Bullying/Harassment/Intimidation are serious offenses and will not be tolerated. If you are a student, the parent/guardian of a student, a volunteer or visitor, and wish to report an incident of alleged bullying/harassment/intimidation, complete this form and return it to the Principal or Administrative Designee at the student's school. All school employees are required to report alleged violations. Contact the school for additional information or assistance at any time. This form can be completed anonymously by omitting signature and name and returning to the <appropriate location>.

Every reported act of bullying/harassment/intimidation will be investigated, and parents/guardians will be informed.

Name of Student Target: _____ Grade/School: _____

Name(s) of Alleged Offenders	Grade	School	Is she/he a student?
_____	_____	_____	☐Yes ☐No
_____	_____	_____	☐Yes ☐No

Incident Date: _____/____/_____

Where did the incident occur? (Check all that apply)	What happened during the incident? (Check all that apply)		Did a physical injury result from this incident? (Check one)
☐School Bus/Stop	☐Taunting	☐Retaliation	☐No
☐To/From School	☐Threat	☐Humiliation	☐Yes, medical attention required
☐Text/Phone/Internet/ Social Media	☐Intimidation	☐Exclusion	☐Yes, medical attention NOT required
☐School sponsored activity	☐Stalking	☐Physical Contact	**Student absent from school as a result of the incident?**
☐Event off school property	☐Theft	☐Cyber-bullying	☐Yes ☐No
☐School Grounds ☐Other_____	☐Other_____		Number of days absent:

Describe the incident: (use the back of this sheet for additional space) _____

_____

_____

Are you: ☐Student ☐Faculty/Staff ☐Parent/Guardian ☐Other: _____

Leave blank if reporting anonymously.

Person reporting incident: (Please Print) _____

Telephone/Cell Information: _____

Signature:_____ Date: _____

South Hadley Public Schools
Bullying/Harassment/Intimidation Investigation & Determination Form

BHI Investigation Form to be filed in the disciplinary record and incident entered into the *<electronic database>*.

Principal/Administrative Designee conducting Investigation:_____

Dates of Investigation: _____/_____/_____ to _____/_____/_____

Targeted Student: _____ _____ _____
Name Date Name of Parent

_____
Method of Contact

Alleged Aggressor (1): _____ _____ _____
Name Date Name of Parent

_____
Method of Contact

Alleged Aggressor (2): _____ _____ _____
Name Date Name of Parent

_____
Method of Contact

If additional sheets are necessary, print the appropriate sections and attach to this form.

INTERVIEWS

Target's Interview Date: _____ Relationship between the students: _____

Description of Incident: _____

_____

_____

_____

_____

How frequently do incidents occur? (times & places): _____

_____

_____

Does the target perceive physical or emotional harm or damage to property?	☐Yes	☐No
Is the target in reasonable fear for them self or their property?	☐Yes	☐No
Does the target perceive that a hostile environment exists?	☐Yes	☐No
Are the rights of the target being infringed upon?	☐Yes	☐No
Does the target perceive the orderly operation of school to be disrupted?	☐Yes	☐No

BHI Investigation Form 1

South Hadley Public Schools
Bullying/Harassment/Intimidation Investigation & Determination Form

Alleged Aggressor #1 Interview Date: _____ Relationship between the students: _____

Description of Incident: _____

_____

_____

_____

_____

Explanation/Rationale of Incident: _____

_____

_____

_____

_____

Alleged Aggressor #2 Interview Date: _____ Relationship between the students: _____

Description of Incident: _____

_____

_____

_____

_____

Explanation/Rationale of Incident: _____

_____

_____

_____

_____

BHI Investigation Form 2

South Hadley Public Schools
Bullying/Harassment/Intimidation Investigation & Determination Form

Witness #1 Interview Date: _____

Description of Incident: _____

_____

_____

_____

How frequently do incidents occur? (times & places): _____

_____

Did this student play an active role in the incident? ☐Yes ☐No

If yes, re-identify the student as Alleged Aggressor. Please return to the previous page and use one of the sections labeled Alleged Aggressor. Print additional sheets as necessary, staple to this form.

Witness #2 Interview Date: _____

Description of Incident: _____

_____

_____

_____

How frequently do incidents occur? (times & places): _____

_____

Did this student play an active role in the incident? ☐Yes ☐No

If yes, re-identify the student as Alleged Aggressor. Please return to the previous page and use one of the sections labeled Alleged Aggressor. Print additional sheets as necessary, staple to this form.

Witness #3 Interview Date: _____

Description of Incident: _____

_____

_____

_____

How frequently do incidents occur? (times & places): _____

_____

Did this student play an active role in the incident? ☐Yes ☐No

If yes, re-identify the student as Alleged Aggressor. Please return to the previous page and use one of the sections labeled Alleged Aggressor. Print additional sheets as necessary, staple to this form.

BHI Investigation Form 3

South Hadley Public Schools
Bullying/Harassment/Intimidation Investigation & Determination Form

ADMINISTRATIVE FINDINGS

1. ☐Yes ☐No Is there physical or emotional harm to the target or damage to the target's property?
2. ☐Yes ☐No Is the target in reasonable fear for themselves or their property?
3. ☐Yes ☐No Is there a hostile environment for the target?
4. ☐Yes ☐No Are the rights of the target being infringed upon?
5. ☐Yes ☐No Is the orderly operation of school being disrupted?

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1. ☐Yes ☐No Is the behavior repeated?
2. ☐Yes ☐No Is the behavior an act of retaliation?

BHI FINDINGS

☐Yes ☐No BHI determined--complete safety/conduct plans and file BHI Report, Investigation and Safety/Conduct forms in student discipline files

☐Yes ☐No Bullying, Harassment or Intimidation not determined – other actions taken

Describe: _____

☐Yes ☐No Bullying, Harassment or Intimidation not determined – intentionally false claim

ACTIONS

1. ☐Safety Plan ☐Conduct Plan ☐Not Applicable
2. ☐Resource Officer Contacted Date: _____ ☐Not Applicable
3. _____

☐Contact target's parent/guardian	Date: _____
☐Contact aggressor's (1) parent/guardian	Date: _____
☐Contact aggressor's (2) parent/guardian	Date: _____
☐Contact witness' (1) parent/guardian	Date: _____
☐Contact witness' (2) parent/guardian	Date: _____
☐Contact witness' (3) parent/guardian	Date: _____

_____ _____

Principal/Administrative Designee Signature Date

BHI Investigation Form 4

South Hadley Public Schools Safety/Conduct Plan

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Safety/Conduct Plan to be filed in the disciplinary record and incident entered into the <*electronic database*>.

Directions: After the determination that an act of BHI has occurred and after appropriate discipline has been enforced, the Principal or Administrative Designee develops a safety/conduct plan with the student. The parent/guardian is involved in the development of the plan. Teachers/Teams are notified of the incident, parties involved and their roles in the incident. **Please check the appropriate box.**

☐ **Safety Plan for Student Victim**	☐ **Conduct Plan for Aggressor Student**

Name of Student: _____ Grade: _____ School: _____

Brief description of incident: _____

Check-In Person: _____

Frequency and duration will not be less than two (2) times per week for a period of four (4) weeks.

Number of times **Weekly**: _____ Number of **Weeks**:_____ **Duration** of Plan: ___/___/___ TO ___/___/___

For more than three (3) objectives/strategies, attach additional sheets. When objectives/strategies involve seeking outside counseling/assistance, provide a list of qualified agencies. As Progress Reports are completed they should be attached to the Action Plan.

Objective/Strategy #1:			
Implementer:			
Steps:			
Progress Report Dates	One:	Two:	Three:
Teachers/Team Notified ☐Yes ☐No	Copy to parent/guardian ☐Yes ☐No	Objective Met ☐Yes ☐No	Date:
Implementer Signature:	Date:		
Student Signature:	Date:		
Parent Signature:	Date:		

South Hadley Public Schools Safety/Conduct Plan

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Objective/Strategy #2:			
Implementer:			
Steps:			
Progress Report Dates	One:	Two:	Three:
Teachers/Team Notified ☐Yes ☐No	Copy to parent/guardian ☐Yes ☐No	Objective Met ☐Yes ☐No	Date:
Implementer Signature:	Date:		
Student Signature:	Date:		
Parent Signature:	Date:		
Objective/Strategy #3:			
Implementer:			
Steps:			
Progress Report Dates	One:	Two:	Three:
Teachers/Team Notified ☐Yes ☐No	Copy to parent/guardian ☐Yes ☐No	Objective Met ☐Yes ☐No	Date:
Implementer Signature:	Date:		
Student Signature:	Date:		
Parent Signature:	Date:		

Meeting/Contact with Parents (date): _____ **Follow-up:** _____

Meeting/Contact with Parents (date): _____ **Follow-up:** _____

Meeting/Contact with Parents (date): _____ **Follow-up:** _____

BHI Plan safety_conduct 052410 2