BULLYING INCIDENT REPORTING FORM
GARDNER PUBLIC SCHOOLS

*If concerned about anyone’s immediate physical safety, please call 911 first, then notify an administrator. Also, an individual remains responsible for exercising their duties as a mandated reporter under M. G. L. c. 119, sec. 51A. Nothing in the District’s Bullying Prevention and Intervention Plan shall be used to deter an individual from reporting neglect or abuse to the appropriate state agency.

1. Name of Reporter: ________________________________________________
   (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.)

2. Check whether you are the:  □ Target of the behavior □ Reporter (not the target)

3. Check whether you are a: □ Student □ Staff member (specify role) ____________
   □ Parent □ Administrator □ Other (specify) ____________

4. Select your school or work site:
   □ Gardner Elementary School □ Gardner High School
   □ Gardner Middle School □ Gardner Academy

5. Information about the Incident:
   Name of Target (of behavior) __________________________________________
   Name of Aggressor (alleged bully/harasser): ________________________________
   Date(s) of Incident(s): _________________________________________________
   Time When Incident(s) Occurred _________________________________________
   Location of Incident(s) (Be specific.) _____________________________________

6. Witnesses (List of people who saw the incident or have information about it):
   Name: __________________________  □ Student □ Staff □ Other ____________
   Name: __________________________  □ Student □ Staff □ Other ____________
   Name: __________________________  □ Student □ Staff □ Other ____________
   □ Additional List of Witnesses is attached to this form.

7. 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 the back, if necessary.

8. Signature of Person Filing this Report:_________________Date:_____
   (Note: Reports may be filed anonymously; however, an individual may not be subject to discipline on the basis of an anonymous report of bullying.)
All completed forms must be sent to either the principal or designee identified to receive reports of bullying. If the allegation involves the principal or designee as the alleged aggressor, reports must be sent to the superintendent. If the allegation involves the superintendent as the alleged aggressor, reports must be sent to the school committee.

_____________________________________________________
FOR ADMINISTRATIVE USE ONLY

10. Form given to: _________________________ Position: ______________ Date:__________

11. Signature of principal/designee/superintendent/school committee receiving report:

_______________________________
Print Name:
Position:
Date: