NEEDHAM PUBLIC SCHOOLS

Bullying Incident Report/Investigation Forms

1. Name of Reporter:						
(Note: Reports may be made and aggressor solely on the basis of a			action will b	e taken against an alle	eged	
2. Check whether you are th	ne: 🗆 Target	of the behav	ior	☐ Reporter (not	the target)	
3. Check whether you are a	a: 🗆 Student	☐ Student ☐ Staff member (specify role)				
	☐ Parent	☐ Admini	strator [Other (specify)		
4. State your school or work	κ site:					
☐ Needham High School	☐ Pollard Mic	ddle School	□ Higl	n Rock School		
☐ Broadmeadow School	☐ Eliot Schoo	ool				
☐ Mitchell School	□ Newman Se	School				
5. Information about the In Name of Target (of						
Name of Alleged Ag	gressor:					
Date(s) of Incident(s):					
Time When Inciden	t(s) Occurred_					
Location of Incident	t(s) (Be specific.	.)				
6. Witnesses (List of people wh	o saw the inciden	t or have info	rmation abo	ut it):		
Name:		☐ Student	☐ Staff	□ Other		
Name:		☐ Student	☐ Staff	☐ Other		
Name:		☐ Student	☐ Staff	☐ Other		
Additional List of Witnesses is	s attached to this	form.				

7. Describe the details of the incident (including national each person did and said, including specific words necessary.			
8. Signature of Person Filing this Report:		Date:	
(Note: Reports may be filed anonymously; however, bu aggressor solely on the basis of an anonymous report)	it no disciplinary ac	ction will be taken agair	ıst an alleged
9. Form given to:	Position:	Date	
7. Tollingiven to.	1 03111011.	Batc	
ITEMS BELOW ARE FOR A	DMINISTRATIV	VE USE ONLY	_
Signature of person* receiving this report			
Date Received:			
*Initial Determination Regarding Potential Ci indicating that the reported incident is related to a pr national origin, age, sex, gender identity, sexual orien must arrange for the allegations to be processed under bullying policy.	otected classificati tation, disability),	ion (i.e. race, color, rel the person receiving t	igion, his report