BULLYING AND HARASSMENT INCIDENT REPORTING FORM NEEDHAM PUBLIC SCHOOLS

1. Name of Reporter;				
(Note: Reports may be made anonymously, but aggressor solely on the basis of an anonymous		ction will be	taken against an alleged	
2. Check whether you are the:	get of the behavi	ior	☐ Reporter (not the target)	
3. Check whether you are a: Stude	ent Staff me	ember (spec	rify role) Other (specify)	
4. State your school or work site:				
•	Iiddle School	□ High I	Rock School	
☐ Broadmeadow School ☐ Eliot Sch				
☐ Mitchell School ☐ Newman	n School			
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) Occurre	d			
Location of Incident(s) (Be specia	fic.)			
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.				

 Describe the details of the incident (include each person did and said, including specific necessary. 	ling names of people invol words used). Please use a	ved, what occurred, and what dditional space on the back, if		
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FOR ADMIN	ISTRATIVE USE ONLY			
8. Signature of Person Filing this Report:		Date:		
(Note: Reports may be filed anonymously; how basis of an anonymous report of bullying)	vever, an individual may not	be subject to discipline on the		
9. Form given to:	Position:	Date:		
Signature:	Date Received:			
				