

# Bullying Report Form



This form should be completed by a student, a parent/guardian, or a staff member who is reporting an alleged incident of bullying.

## DEFINITION

**Bullying** is the repeated use of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at the target that:

- causes or places the victim in reasonable fear of harm to himself or of damage to his property,
- creates a hostile environment at school for the victim,
- infringes on the rights of the victim at school, or
- disrupts the education process.

Bullying will not be tolerated in the Chicopee Public Schools. If you wish to report an incident of alleged bullying, complete this form and submit it to a school administrator so that staff can investigate the matter. In addition, we encourage you to work directly with school staff as they take steps to resolve problems and assure the safety of all parties. For more information, read the [CPS Bullying Prevention and Intervention Policy and Plan](#).

## CONTACT INFORMATION

This may be left blank if an anonymous report is being made, but no disciplinary action may be taken against an alleged aggressor solely on the basis of an anonymous report.

Your Name

Your Email

Select One

- ☐ Target of the Behavior  
☐ Reporter (not the target)

Your Phone Number

Your Role

- ☐ Student  
☐ Parent/Guardian  
☐ Staff Member  
☐ Other: \_\_\_\_\_

## INCIDENT INFORMATION

Name of  
Aggressor

Name of  
Target

Date/Time of  
Incidents

Location(s)  
of Incidents

Name(s) of  
Witnesses

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**Describe the Incidents**

Include name(s) of those involved, what occurred, what each person did and specific words used, etc.

SIGNATURES

PERSON FILING THIS REPORT

DATE

ADMINISTRATOR RECEIVING THIS REPORT

DATE