



**REPORTING FORM FOR ALLEGATIONS OF BULLYING/CYBERBULLYING OR
RETALIATION RELATED TO BULLYING
EASTON PUBLIC SCHOOLS**

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. State your school or work site: _____

5. Information about the Incident:

Name of Target (of behavior) _____

Name of Alleged Aggressor: _____

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, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report)

9. Form given to: _____ Position: _____ Date: _____

ITEMS BELOW ARE FOR ADMINISTRATIVE USE ONLY

Signature of person* receiving this report _____

Date Received: _____

***Initial Determination Regarding Potential Civil Rights Violation:** If there is evidence indicating that the reported incident is related to a protected classification (i.e. race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability), the person receiving this report must arrange for the allegations to be reviewed in accordance with the relevant policy and procedure.

INVESTIGATION AND RESPONSE TO ALLEGATIONS OF BULLYING OR RETALIATION RELATED TO BULLYING

1. Investigator(s): _____ Position(s): _____

2. Interim Measures: Please list any interim measures, if applicable, that have been put in place to restore a sense of safety for the target or to prevent possible further incidents while the investigation is pending:

(check all that apply)

Increased supervision

Separation

Transfer of alleged aggressor, or, if voluntary, transfer of alleged victim

Administrative leave during pendency of the investigation (for employees)

Other: _____

3. Resolution Process Used: Informal Formal

Participation by affected individuals in an informal resolution process is entirely voluntary. Further, if the parties agree to an informal process, either party may elect to end the informal process at any time prior to completion and to request to begin a formal investigation.

If an informal process was used, describe the process and the resolution:

If the formal process was used, continue with completion of this form.

4. Investigation Checklist/Guidance:

The investigator(s) have conducted an investigation designed to gather all relevant information, with consideration given to the order of collecting evidence, including interviewing the complainant, the alleged target, the alleged aggressor, and other witnesses and adhering to the following concepts as appropriate to the circumstances:

- Witnesses were interviewed separately outside the presence of others with consideration for confidentiality;
- Before beginning the interview, the purpose of the interview and the prohibition/protection against retaliation was explained;
- Explained to witnesses that they may be asked to be interviewed again as a follow up as is often the case in any investigation;
- Explained to both the complainant and the alleged aggressor that they will be notified of the outcome of the investigation after it has been concluded;
- Requested that witnesses maintain confidentiality regarding the investigation to protect the integrity and reliability of the investigation;

- Requested a written statement from the victim, target and other witnesses which are signed and dated;

Summary of Investigation**

Based on a preponderance of the evidence, the investigation established the following facts:

(Describe the facts that were established through the investigation and the basis of determinations of credibility where appropriate). (Use additional paper and attach to this document as needed.)

***Ongoing Consideration Regarding Potential Civil Rights Violation:** If the investigation at any point reveals evidence indicating that the reported incident is related to a protected classification (i.e. race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability), the investigator must arrange for the allegations to be Reviewed in accordance with the relevant policy and procedure.

CONCLUSIONS/OUTCOME OF THE INVESTIGATION

Apply the flowcharts to the facts set forth above (as determined by a preponderance of the evidence.)

1. **Flowchart to Determine Bullying (including Cyber-Bullying).** Complete this flow chart whenever investigating a report of bullying or cyber-bullying.

a. **Incident.** Was there a written, verbal or electronic expression or physical act or gesture (or any combination thereof) (“incident”) directed at a target? (Factual finding must be based upon a preponderance of the evidence.)

Yes No

If “yes,” continue to the next section. If “no,” then no bullying/cyber-bullying occurred.

b. **Repetition of Incidents.** Have there been prior incidents involving the target?

Yes No

If “yes,” continue to the next section. If “no,” then no bullying/cyber-bullying occurred.

c. **Level of Harm.** Check off any that apply. Did the incident:

- cause physical or emotional harm to target or damage to target’s property;
- place target in reasonable fear of harm to himself or damage to target’s property;
- create “hostile environment” at school for target (i.e. cause school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter condition of target’s education);*
- infringe on the rights of the target at school;* or
- materially & substantially disrupt education process or orderly operation of school*?

If any of the levels of harm described above apply, then continue to the next section.

If none applies, then no bullying/cyber-bullying occurred.

d. **Location.** Did this incident occur on/immediately adjacent to school grounds, at school-related activity, at school bus stop or on school district school bus or through use of school district technology?

Yes No

If “yes,” then the incident constitutes bullying or cyber-bullying as defined by c. 71, s. 37O. If “no,” (i.e. location or program is not school-related or the technology is not school technology), the incident constitutes bullying or cyber-bullying as defined by c. 71, s. 37O **only if** the target experiences a level of harm designated above with an asterisk (*).

Based upon Flowchart above, was bullying substantiated?

- YES, the facts as applied to the flow chart established that the victim was subjected to bullying as defined under M.G.L. c. 71, 37O.
- NO, the facts as applied to the flow chart did not establish the student(s) was subjected to bullying as defined under M.G.L. c. 71, 37O.

2. Flowchart to Determine Retaliation. Complete this section whenever investigating a report of retaliation related to a bullying complaint.

Has the person accused of retaliation (“aggressor”) engaged in any form of intimidation, reprisal or harassment directed against a person who reported bullying, provided information during an investigation of bullying, or against a witness who has reliable information about bullying?

- Yes
- No

If “yes,” then there must be a determination of retaliation as defined by c. 71, s. 37O.

If bullying or retaliation is found, school officials must complete the Section on Safety Planning/Corrective Action

If the facts establish one or more incidents that do not constitute bullying or retaliation as defined by statute, but nevertheless constitute a violation of the code of conduct or conduct that is otherwise of concern in the school setting, school officials have the discretion to address such conduct using the Section on Safety Planning/Corrective Action or using a another format.

2. Police Notification YES NO

If yes, date contacted and name of contact: _____

3. Discipline Referral: YES NO

If yes, disciplinary sanction imposed and/or individual to whom the matter was referred: _____

4. Special Education Status

A. Is the target on a 504 plan or IEP? YES NO

If yes, was the building level 504 Coordinator and/or IEP Team Chair notified of the finding? YES NO

B. Is the aggressor on a 504 plan or IEP? YES NO

If yes, was the building level 504 Coordinator and/or IEP Team Chair notified of the finding? YES NO

I. SAFETY PLANNING/CORRECTIVE ACTIONS

1. Remedial and/or Corrective Actions

- Counseling for target Regular check-ins with target to ensure well-being
- For aggressor: Community Service Education, training or counseling for aggressor
- Restoration (e.g, apology, mediation __only if both parties voluntarily consent)
- Transfer Loss of Privileges Detention
- Limitation on extra-curricular activities

- Regular check-ins to ensure adherence to action/safety plan
- Suspension Dates Excluded: _____
- Staff: written reprimand, suspension or termination

Other _____

Scheduled Follow-up with Aggressor:

Date(s) Scheduled: _____

**2. Additional Support Measures Taken For the Target
 Describe Safety Planning Measures:**

Scheduled Follow-up with Target for safety check-in:

Date(s) Scheduled: _____

NOTICE OF OUTCOME

1. Target’s parent/guardian notified of outcome:

Verbal Notification Date: _____ Person contacted: _____
 Written Notification Date: _____ Person contacted: _____

Target’s parent/guardian notification includes information about the Mass. DESE problem resolution system and process for seeking assistance or filing a claim through the problem resolution system. The parents/guardians of the target should be provided the following contact information:

Problem Resolution System, Massachusetts Department of Elementary and Secondary Education, 135 Santilli Hwy, Everett, MA, Telephone: 781-338-3000; TTY: N.E.T. Relay: 1-800-439-2370.

2. Aggressor’s parent/guardian notified of outcome:

Verbal Notification Date: _____ Person contacted: _____
 Written Notification Date: _____ Person contacted: _____

Copy of report forwarded to Director of Diversity, Equity, Inclusion, & Accessibility Date _____

Signature and Title: _____ Date: _____

Attach any additional notes and written statements as needed with the report.