



THE PUBLIC SCHOOLS OF BROOKLINE
Bullying Incident Report Form

The PSB expects that all members of the school community will treat each other in a civil manner and with respect for differences. The PSB does not tolerate bullying or retaliation, in school buildings, on school grounds, or at school-related activities. All staff members who witness or become aware of bullying or retaliation must inform the Headmaster/Principal immediately. This form may be used for reporting bullying or retaliation. The Principal/Headmaster or his/her designee will investigate all reports of bullying and retaliation and will take prompt action to end the conduct and restore the target's sense of safety. For more information, please refer to the PSB Bullying Prevention and Intervention Plan and Bullying Prevention Policy, available at all schools and on the PSB website.

1. Name of Report/Person Filing Report: (Please Print) _____
(Note: Under the Bullying Prevention Act, disciplinary action may not be taken against an alleged aggressor solely on the basis of an anonymous report.)
Title: _____ Telephone: _____
Signature: _____ Date: _____

2. Please check whether you are: Target of the Bullying or Retaliation Reporter (not the target)

3. Name(s) of bullying or retaliation target(s): _____ Age/Grade _____ School _____

4. Name of bullying or retaliation aggressor(s): _____ Age/Grade _____ School _____
(person(s) who committed the bullying or retaliation)

5. Name of witness(es): _____ Age/Grade _____ School _____
(person(s) who saw the bullying or retaliation
or have information about it):

6. When did the bullying or retaliation (s) occur? (Please include date/time)

7. Where did the bullying or retaliation occur? (Please be as specific as possible)

8. Please describe the details of the bullying or retaliation you experienced, saw or heard about (including the names of all people involved, what occurred, and what each person did and said, including the words used) along with what each witness experienced, saw or heard. Please use additional space on back if necessary.

For ADMINISTRATIVE USE ONLY

Administrator Receiving Report: _____ Date: _____

Under state and federal law, the PSB may NOT disclose specific disciplinary procedures instituted against students, including the aggressor, to third parties, including the target's parents/guardians, unless such disciplinary procedures constitute a "stay away" order or other directive that the target and his/her parent/guardian must be aware of in order to report violations. The PSB will maintain records of all bullying or retaliation investigations, and the results of such investigations in accordance with the Bullying Prevention Act and related regulations.