

MANCHESTER PUBLIC SCHOOLS

REPORT OF BULLYING FORM/INVESTIGATION SUMMARY

(Please review Student Policy 5131/1 for further information on Bullying and School Climate)

School: _____ Date: _____

Reporter Information:

- Anonymous student
- Staff member (Name: _____)
- Parent/Guardian (Name: _____)
- Student (Name: _____)

Describe the alleged act of what happened:

Who committed the alleged bullying act? _____

Who was the victim(s)? _____

Time(s) of day alleged act(s) happened: _____

Frequency of alleged bullying (Only once, daily, 2x/week, etc.): _____

Location alleged bullying occurred (If by electronic device, please specify type and if possible attach any supporting documents, usernames, etc.): _____

Please write the name(s) of any potential witness: _____

After completing the above information, please give this form to your building principal.

Parent/Guardian must also complete and attach the "Report of Bullying/Consent to Release Student Information" form when submitting this report to begin investigation.

Building Administrator Use Only:

Describe what action the reporter took (i.e. students were separated, office was called, police was called, etc.):

Administration Investigation Notes:

Was bullying verified? (If yes, you **must** do the following:) Yes No

- Parent/Guardian of victim(s) and perpetrator(s) were notified within 48 hours of investigation. *Date:* _____
- The notification included the mandatory statutory privacy rights and due process rights of students. *Date:* _____
- Parent/Guardian of perpetrator(s) was notified of specific disciplinary consequences imposed. *Date:* _____
- Parent/Guardian of victim(s) and perpetrator(s) were invited to attend a meeting to review. *Date:* _____
(Meetings should be separate unless both parties agree and give consent to a joint meeting.)
- A Student School Safety Plan was developed. (Attach with this form)
- (If applicable) A case-by-case intervention plan was developed for repeat incidents against a single individual or recurrently perpetrated bullying incidents by the same individual which may include counseling, etc.
- (If applicable) The Manchester Police Department was notified.
- ESchool and the principal's records have been updated and reflect the verified act of bullying.
- A copy of this form was forwarded to the District School Climate Coordinator and Director of Pupil Personnel Services.
- Other: _____

Administrator Signature: _____ Date: _____