FORM 1

BULLYING/ HARASSMENT INCIDENT REPORTING FORM

*If concerned about anyone’s immediate physical safety, please call 911 first, then notify an administrator.

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:
   ☐ James Tansey ☐ Carlton M. Viveiros ☐ Matthew J. Kuss Middle
   ☐ Mary L. Fonseca ☐ Samuel Watson ☐ James Madison Morton
   ☐ William S. Greene ☐ John J. Doran Community ☐ Edmond P. Talbot Middle
   ☐ Alfred S. Letourneau ☐ Henry Lord Community ☐ B.M.C. Durfee High School
   ☐ Frank M. Silvia ☐ Stone K-8 Day School ☐ Resiliency Prep Academy
   ☐ Spencer Borden ☐ District-wide Offices

5. Information about the Incident:

   Name of Target (of behavior) ________________________________________________
   Name of Aggressor (alleged bully/harasser) ____________________________________

<table>
<thead>
<tr>
<th>Incident 1</th>
<th>Incident 2</th>
<th>Incident 3</th>
<th>Incident 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location (be specific)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________


FOR ADMINISTRATIVE USE ONLY

8. Signature of person filing this report: ____________________ Date: _______________

(Note: Reports may be filed anonymously; however, an individual may not be subject to discipline on the basis of an anonymous report of bullying.)

9. Form given to: __________________________ Position: ______________ Date: __________
FORM 2
BULLYING/HARASSMENT INCIDENT INVESTIGATION FORM

Signature:_______________________________________ Date Received:________________

1. Investigator(s): __________________________ Position(s):____________________

2. Interim Measures: Please list any interim measures, if applicable, that have been put in
place to ensure the safety of the victim while the investigation is pending (check all that apply):
☐ Scheduling changes for alleged aggressor   ☐ Safety protocols
☐ Transfer of alleged aggressor, or, if voluntary, transfer of alleged victim
☐ Administrative leave during pendency of the investigation
Other:_________________________________________  __________________________
________________________________________________________________________
________________________________________________________________________

Participation by affected individuals, including alleged victims, in an informal resolution process is entirely voluntary and
the Fall River Public Schools does not have the authority to require individuals to participate in the informal resolution
process. An individual alleging harassment or bullying may elect to end the informal process at any time and request to
begin a formal investigation.

If the informal process was used, please describe the process and the resolution:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If the formal process was used, please continue to complete this form.

4. Investigation Checklist/Guidance:
The investigator(s) have gathered as much relevant and reliable information as possible, including
but not limited to:
☐ 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;
☐ Asked witnesses for names of all relevant witnesses;
☐ Interviewed all witnesses identified by the target and aggressor (and/or their parents);
☐ Interviewed all other relevant witnesses;
☐ Maintained contemporaneous notes of all interviews;
☐ Notes reflect specifics in terms of dates, times, and locations of any incidents;
☐ Reviewed video surveillance or ☐ Video surveillance not available/applicable;
☐ Sought copies of all relevant documentation including texts, emails, photograph and/or social media evidence from relevant parties and witnesses; and
☐ Considered information from prior investigations involving the same parties.

5. Interviews:
☐ Interviewed aggressor(s) Name:__________________________ Date(s): _____________
   Name:__________________________ Date(s): _____________
   Name:__________________________ Date(s): _____________
☐ Interviewed target(s) Name:__________________________ Date(s): _____________
   Name:__________________________ Date(s): _____________
☐ Interviewed witness(es) Name:__________________________ Date(s): _____________
   Name:__________________________ Date(s): _____________
   Name:__________________________ Date(s): _____________
   Name:__________________________ Date(s): _____________
   Name:__________________________ Date(s): _____________

6. Any prior documented incidents by the aggressor? ☐ Yes ☐ No
   If yes, have incidents involved target or target group previously? ☐ Yes ☐ No
   Any previous incidents with findings of bullying or retaliation? ☐ Yes ☐ No
Based on a preponderance of the evidence, the investigation established the following facts:

(Please describe the facts that were established through the investigation.)

(Please use additional paper and attach to this document as needed.)
I. CONCLUSIONS/OUTCOME OF THE INVESTIGATION

1. Finding of Bullying
   Under the Massachusetts Bullying Act, M.G.L. c. 71, 370 bullying is defined as the repeated use by one or more students or staff members of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: 1) causes physical or emotional harm to the target or damage to the target’s property; 2) places the target in reasonable fear of harm to himself or herself or damage to his or her property; 3) creates a hostile environment at school for the target; 4) infringes on the rights of the target at Fall River Public Schools; or 5) materially and substantially disrupts the education process or the orderly operation of the school.

A. Was bullying substantiated by a preponderance of the evidence?
   ☐ YES, the evidence established that the victim was subjected to bullying as defined under M.G.L. c. 71, 370.
   ☐ NO, the evidence was insufficient to establish the student(s) was subjected to bullying as defined under M.G.L. c. 71, 370.

2. Discrimination/Harassment
   A. Finding of Discriminatory Harassment
      Discriminatory harassment occurs when the conduct established by a preponderance of the evidence creates a hostile environment on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion or age. A hostile environment is created when the established conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities, or opportunities offered by a school.

      ☐ None/Not Applicable. There was no allegation or report that the alleged conduct was based on a protected class (i.e., race, color, national origin, sex, sexual orientation, gender identity, disability, religion or age)?

      ☐ YES, the evidence established that the individual(s) was subjected to a hostile environment on the basis of a protected class (check all that apply):
         ☐ race, color or national origin
         ☐ sex/gender
         ☐ sexual orientation
         ☐ gender identity
         ☐ disability
         ☐ age
         ☐ religion

      ☐ NO, the evidence was insufficient to establish the student(s) was subjected to a hostile environment based on a protected class.

3. Retaliation
   Definitions: Under the Bullying Law (M.G.L. c. 71, 370), “retaliation” is defined as any form of intimidation, reprisal or harassment directed against a person who reports bullying, provides information during an
investigation about bullying, or witnesses or has reliable information about bullying. Under civil rights laws, specifically, if a student, parent, teacher, etc. brings forward an alleged civil rights concern to the attention of school personnel, it is against the law to retaliate against this person for doing so. This person cannot be threatened, intimidated, coerced, or discriminated against in any way.

A. Was retaliation alleged or reported? ☐ YES ☐ NO

B. Finding of Retaliation

☐ None/Not Applicable; There was no allegation or report of retaliation.

☐ YES, the evidence established that the individual(s) was subjected to retaliation under the Bullying Law and/or civil rights laws.

☐ NO, the evidence was insufficient to establish the student(s) was subjected to retaliation under M.G.L. c. 71,370 and/or civil rights laws.

4. Police Notification ☐ YES ☐ NO

If yes, date contacted and name of contact:

5. Discipline Referral: ☐ YES ☐ NO

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

6. Special Education Status:

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

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

II. SAFETY PLANNING/CORRECTIVE ACTIONS

1. Remedial and/or Corrective Actions

☐ Community Service ☐ Education, training, or counseling for aggressor

☐ Counseling for target ☐ Regular check-ins with target to ensure well-being

☐ Loss of Privileges ☐ Detention

☐ Limitation on extra-curricular activities

☐ Suspension Dates Excluded:__________________

☐ Staff: written reprimand, suspension or termination

☐ Restoration (only if voluntarily consented to by both parties)(e.g., apology, mediation)

Other ________________________________

______________________________

______________________________

Scheduled Follow-up with Aggressor:

Date(s) Scheduled: ___________________________________________________

2. Additional Safety Measures Taken For the Victim

Describe Safety Planning Measures:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________
Scheduled Follow-up with Target/Victim 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:______________

2. ☐ Aggressor’s parent/guardian notified of outcome:
   
   Verbal Notification  Date:______________  Person contacted:______________
   
   Written Notification  Date:______________  Person contacted:______________

Report forwarded to Civil Rights Coordinator: Date__________________________
(If principal was not the investigator)

File in X2 – Aspen Follett: Date__________________________

Signature and Title:__________________________________________ Date:_________

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