



NARRAGANSETT PUBLIC SCHOOLS Bullying/Harassment/Intimidation Incident Reporting Form

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Incident Report to be filed in the disciplinary record.

Directions: Bullying/Harassment/Intimidation (BHI) are serious offenses and will not be tolerated. If you are a student, the parent/guardian of a student, a volunteer or visitor, and wish to report an incident of alleged bullying/harassment/intimidation, complete this form and return it to the Principal or Administrative Designee at the student's school. Contact the school for additional information or assistance at any time. This form can be completed anonymously by omitting signature and name and returning to the assistant principal's office.

Every reported act of BHI will be investigated, and parents/guardians will be informed.

Person reporting incident (please print) _____

Are you student faculty/staff parent/guardian other: _____

Telephone/Contact information _____

Signature _____ Date ____/____/____

Name of Student Targeted: _____ Grade: _____

Name of Alleged Offenders: (1) _____ Grade: _____

Date of Incident (2) _____ Grade: _____

_____/_____/____ (3) _____ Grade: _____

Where did the incident occur?

school bus stop to/from school text/phone/internet/social media

school sponsored activity event off school property school grounds

other: _____

What happened during the incident? (check all that apply)

taunting threat intimidation stalking theft

retaliation humiliation exclusion physical contact cyber-bullying

other: _____

Are there immediate safety needs? yes no if yes, send student to office for prompt attention.

Did a physical injury result from this incident?

No Yes, medical attention required Yes, medical attention NOT required

Describe the incident: (use back of this sheet for additional space):

Action Taken: referred to office for immediate attention referred to guidance/specialist

If immediate intervention is required a verbal report to administration can precede this report.

COPIES SENT TO: SUPERINTENDENT AND DATA MANAGER