I. Report of the Incident: (Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

1. Information about the Incident:  
   Please identify the alleged aggressor: ____________________________  □ Student □ Staff □ Other  
   Grade_______  
   Please identify the person(s) targeted by the aggressor: ____________________________  □ Student □ Staff □ Other  
   Grade_______  
   Date(s) of incident: ____________________________  
   Time when incident(s) occurred: ____________________________  
   Incident location (be as specific as possible): ____________________________

2. Witnesses: (List people who saw the incident or have relevant information about the incident):
   Name: ____________________________  □ Student □ Staff □ Other
   Name: ____________________________  □ Student □ Staff □ Other

3. Describe the incident in detail including the name of person involved, what was said and done, specific words used. Use additional paper if necessary.

4. Person Completing Form: ____________________________  □ Student □ Staff □ Other
   School: □ East Fairhaven School □ Wood School □ Fairhaven High School
   □ Rogers School □ Hastings Middle School
   Signature: ____________________________  Date: ________________

5. Form given to: ____________________________  Position: ________________  Date: ________________

FOR ADMINISTRATIVE USE ONLY

II. Investigation

1. Investigator: ____________________________  Date Received ________________
   Position: ____________________________

2. Interviews:
   □ Interviewed aggressor  Name: ____________________________  Date: ________________
   □ Interviewed target  Name: ____________________________  Date: ________________
   □ Interviewed witnesses  Name: ____________________________  Date: ________________
   Name: ____________________________  Date: ________________
3. Any prior documented incidents by the aggressor? □ Yes □ No
   If yes, has incidents involved target or target group previously? □ Yes □ No
   Any previous incidents with findings of BULLYING, HARASSMENT or RETALIATION? □ Yes □ No

4. Summary of Investigation

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   (Please use additional paper and attach to this document as needed)

III. Conclusions from the Investigation:

1. Finding: □ Yes □ No
   □ Bullying (Please complete Tracking Form) □ Incident documented ________________
   □ Harassment (Please complete Tracking Form) □ Discipline referral ________________
   □ Retaliation (Please complete Tracking Form)

2. Contacts:
   □ Contacted target’s parent/guardian – Date: ________________
   □ Contacted aggressor’s parent/guardian – Date: ________________
   □ District Equity Coordinator (DEC) □ Police □ Principal/Superintendent

4. Action Taken:
   □ Loss of Privileges □ Detention □ STEP referral □ Suspension □ Community Service
   □ Education □ New Bedford Youth Court □ Other ________________________________

5. Describe Safety Planning: _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

Follow-up with Target: Scheduled for: ________________________ Initial and date when completed: ________________
Follow-up with Aggressor: Scheduled for: ________________________ Initial and date when completed: ________________

Signature: _________________________________________________ Date: ________________

Revised 6/1/13
S.C. Received: 1/13/16