**Voluntown Public Schools - Report of Incident (Bullying) Form**

*Formal Complaints***:** Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the Building Principal for review and action.

**School**  **Date**

**Location(s) of the Incident** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reporter Information:**

Anonymous student report

Staff Member report Name

Parent/guardian report Name

Student report Name

**Student Reported as Committing Act:**

**Student Reported as Victim:**

**Description of Alleged Act(s):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please attached additional information, if needed)*

**Time and Place:**

**Names of Potential Witnesses:**

**Faculty Member who received this report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Definition:**

* In accordance with state law and Board policy, **“bullying”** means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school‑sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year.
* In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under state law and Board policy, however, does not restrict the right of the Administration and of the Board of Education to impose appropriate disciplinary consequences for student misconduct.

**Location.** Bullying behavior in violation of Board policy must occur on school grounds, at a school‑sponsored activity, or on a school bus. Conduct that occurs off-campus (e.g. harassment over the Internet, physical intimidation in the community) may be considered bullying under this Policy if it has a direct and negative impact on a student’s academic performance or safety in school.