



Hall Memorial School

Mean Spirited Behavior/Harassment/Bullying Reporting Form

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act.

Definition of Bullying – 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 students while on school grounds, at a school-sponsored activity, or on a bus where acts are repeated more than once against a student during the school year. Such bullying policies may provide provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's performance or safety in school.

Name of person completing this form: _____

Date of incident: _____ Time of incident: _____

Place of incident: _____

Initiating Student: _____

Affected Student: _____

Name(s) of witnesses: _____

Has the incident happened more than one time: _____ YES _____ NO _____ UNKNOWN

Detailed description of incident: (use additional paper if necessary):

I hereby certify that the information I have provided in this report is true, correct, and complete to the best of my knowledge.

Signature of person filing the report

Date

Affected Student: _____ Initiating Student: _____

For staff use only:

Investigation:

Staff member investigating report: _____

Affected student investigation notes:

Initiating student investigation notes:

Witness(es) investigation notes:

Investigation findings reported to the SAT team and/or School Climate Team on: _____

Bullying verified? _____ Yes _____ No

Recommended Actions:

Affected Student:

_____ Safety Plan Developed
_____ Parent Contacted Date: _____
_____ Parent Meeting Offered
_____ Accepted Date of meeting: _____
_____ Declined

Initiating Student:

_____ Parent Contacted
_____ Parent Meeting Offered
_____ Accepted Date of meeting: _____
_____ Declined

Suggested Consequence:
