**Directions: Administrator is to complete this form with each student who engaged in bullying behavior.**

|  |  |  |
| --- | --- | --- |
| **Student Name:** | **School:** | **Date:** |
|  |  |  |

The site administrator has determined that the behavior noted below is considered bullying because it is aggressive, happened one or more times, was directed toward a student(s) *and*:

* Placed the student(s) in fear of harm to self or property
* Had a detrimental effect on the student’s physical health or feeling of well-being
* Interfered with the student’s academic performance
* Interfered with the student’s ability to participate or benefit from school services, activities or privileges

|  |
| --- |
| **The specific behavior you engaged in that is considered bullying is:** |
|  |

|  |
| --- |
| **You will need to change this behavior by:** |
| A. |
| B. |

|  |
| --- |
| **The school will:** |
| A. |
| B. |

|  |
| --- |
| **Your family will:** |
| A. |
| B. B. |

|  |
| --- |
| **The following services may be beneficial for the student and/or family:** |
| A. |
| B. |

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Please indicate the staff person *who will follow up* with the student to ensure he/she is making the changes needed to be successful at school and with other students.** | |
| **Name:** | **Date to follow-up:** |

**Administrator to send copy** of: 1.Report of Suspected Bullying (page 1/2) 2. Student Action Plan and 3. Student Safety Plan to Bullying Prevention Specialist, Serna Center. Box 708 or fax to 399-2028. Copy is also to remain in the students’ cum folders