

Hartford Public Schools

**Staff Form for Reporting Bullying Behavior**

*Bullying Definition: 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, traveling to or from school, or at a school-sponsored activity which acts are repeated against the student over time.*

*This form should be filed in the Main Office and distributed to classroom teachers of all involved students.*

Name of Student (Target): \_\_\_\_\_ DOB \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Grade/Room \_\_\_\_\_

Reported by: Student (Target): \_\_\_\_\_ Bystander: \_\_\_\_\_ Adult: \_\_\_\_\_

Where Incident Occurred: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TARGET IS REQUESTING ANONYMITY: YES \_\_\_\_\_ NO \_\_\_\_\_

Behaviors: Check all that apply

- Physical Intimidation or Assault
- Extortion
- Oral or Written Threats
- Teasing/Putdowns/Name Calling
- Threatening Looks, Gestures, Actions
- Cruel Rumors, False Accusations
- Social Isolation
- Other: Describe \_\_\_\_\_

Are there immediate safety needs: Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, send student to office for prompt attention.**

Specific Concerns: Check all that apply

- Physical Injury
- Damaged Clothing
- Fear of Retaliation
- Severity of Bullying
- Emotional Needs
- Transportation: Describe: \_\_\_\_\_
- Other: Describe \_\_\_\_\_

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**Bullying Reporting Form**

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Investigation (target, witnesses, alleged bully) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person/Team Investigating (Include Role) \_\_\_\_\_

Act of Bullying Verified: Yes \_\_\_\_\_ No \_\_\_\_\_

Date entered into school log: \_\_\_\_\_

Intervention/Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary Action Taken: \_\_\_\_\_  
(Attach to Discipline Referral Form or Administrative Hearing Form)

Parent of bully notified: \_\_\_\_\_ Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

Parent of target notified: \_\_\_\_\_ Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

Administrator's Name (Print) \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_