

NEGATIVE BEHAVIOR REPORT

Name of student(s) engaging in the negative behavior _____

Name of targeted student(s) _____

Date and time of incident _____

Location of incident _____

Behavior was witnessed / reported (circle one) by _____

Person completing the report _____

Check the categories on the violence:

Eye rolling / "the look"

Stealing

Starting rumors / gossiping

Damaging property

Gesturing

Sexual harassment

Staring / leering

Writing nasty notes / graffiti

Intimidation

Extortion

Threatening

Spitting

Pushing

Name calling

Shoving

Hitting

Kicking

Tripping

Taunting / ridiculing

Demeaning comments

Flashing a weapon

Ostracizing

Humiliating

Other

Briefly describe the incident.

What intervention was taken?

Parent contact date _____ Time _____

Signature _____ Date completed _____ Date filed _____

CONSEQUENCE PLAN

First incident:

- Intervene.
- Identify the negative behavior.
- State the expectation that students will not engage in negative behavior.
- Get a verbal promise that the student agrees to refrain the negative behavior.
- File a report in the office.

Second incident:

- Intervene.
- Identify the negative behavior.
- State the expectation that students will not engage in negative behavior.
- Restrict the student's activities in the location of the incident for a time consistent with their age (K-3: 2 days, 4-8: week):
 - Restrooms: they will go after the rest of the group
 - Hallways / stairways: they will be the last to leave the class
 - Playground: they will come in the building during recess
 - Classroom, bus, cafeteria, Church: they will be seated in a restricted area
- File a report in the office.

Third incident: by now a pattern indicates the behavior is bullying

- Intervene.
- Identify the bullying behavior.
- State the expectation that students will not engage in bullying behavior.
- File a report in the office. The person making the third is responsible for taking this file to the principal.
- A conference call will be made involving the student, teacher, principal and parents.

Fourth incident:

- Intervene.
- Identify the bullying behavior.
- State the expectation that students will not engage in bullying behavior.
- Send the student to the principal for the administrative response (below).
- File a report.

Administrative Responses

First referral:

- Face-to-face conference with the student's family, including anyone who witnessed the bullying behavior.
- Clarification of expectations for the student's behavior.
- Assign an after school detention.
 - K-3rd for one hour, on one day
 - 4th-8th for one and a half hours for three days

Second referral:

- Face-to-face conference with the student's family, including the student and anyone who witnessed the bullying behavior.
- Clarification of expectations for the student's behavior.
- Assign a one / three day suspension depending upon the level of violence.
 - Student's assignments need to be picked up each day after 2:45.
 - Student's completed work needs to be returned each day before 8:10 am.
- Counseling is recommended.

Third referral:

- Face-to-face conference with the student's family, including the student and anyone who witnessed the bullying behavior.
- Clarification of expectations for the student's behavior.
- Assign a three / five day suspension with the possibility of expulsion.
 - Student assignments need to be picked up each day after 2:45.
 - Student completed work needs to be returned each day before 8:10 am.
- Counseling is required.

Fourth referral:

- Face-to-face conference with the student's family, including the student and anyone who witnessed the bullying behavior.
- Assign a five / ten day suspension with the possibility of expulsion.

