

MTS REPORT OF BULLYING / HARASSMENT INCIDENT

Please answer each question as honestly and specifically as you can.

Person Reporting: _____ Grade _____ Date _____

If person reporting is a witness, who is being bullied/harassed?

Name _____ Grade _____ Date _____

Date of incident _____ Approximate Time _____

Exact location of incident: _____

What has happened? (check all that apply)

_____ kicking _____ teasing _____ exclusion from activity

_____ hitting _____ embarrassment _____ name calling

_____ pushing _____ tripping _____ rude gestures

_____ spitting _____ hate notes _____ spreading rumors

_____ insulting _____ discrimination _____ cyber-bullying

_____ hazing _____ put downs _____ intimidation

_____ Other(s) _____

Who is bullying / harassing you? _____ Grade _____

Describe in detail what has happened: _____

Witness name(s) and grades: _____

How long has this been going on? _____

What have you done about this problem? _____

Have you talked with anyone about this problem? Yes No Name _____

What do you want to happen now?

_____ I just want someone to know

_____ I want an adult to talk to the person who is bullying/harassing me

_____ I want an adult to help me and the person(s) to solve the problem

_____ I want an adult to try and stop the bullying/harassment

I certify that all the statements made above are true to the best of my knowledge. I understand that if I falsify this document, I can be held accountable to consequences at school and legal authorities (if applicable).

Signature _____ Date _____

Administration / Designee Follow-up

_____ Date I met with reporting student _____ Time

_____ Date I followed up with person(s) doing the bullying _____ Time

_____ Date I followed up with parent/guardian _____ Time

_____ Date I followed up with reporting student _____ Time

Administrator / Designee / Staff signature _____ Date _____

Reporting student signature _____ Date _____

Notes of interview with student(s) making report:

Notes of interview with person(s) reported to be doing the bullying/harassing:

Consequences Imposed

_____ verbal warning _____ mediation _____ minor referral _____ detention _____ major referral
_____ ISS _____ OSS _____ Parent SIT Meeting _____ Police called _____ other