

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 _____

MTS Policy Committee 3/19/13

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