

**A. TOKI MIDDLE SCHOOL**  
**Report of a Bullying/Harassment Incident**

*Harassment is verbal, non-verbal, physical or sexual contact that is unwanted by the receiver. Bullying is one or more acts of harassing behavior usually by a person or persons perceived to have more power.*

**Directions:** Please answer these questions as honestly and specifically as you can.  
The situation will be handled as confidentially as possible.  
Return this completed form to your principal.

Person Reporting: \_\_\_\_\_ Grade: \_\_\_\_\_ SLC: \_\_\_\_\_ Date: \_\_\_\_\_  
*If person reporting is the witness, who is being bullied/harassed?*

\_\_\_\_\_ Grade: \_\_\_\_\_ SLC: \_\_\_\_\_

1. Who is harassing/bullying you? \_\_\_\_\_

2. What has happened? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Where did it happen? \_\_\_\_\_

4. Witness/es name/s (if any): \_\_\_\_\_ Grade: \_\_\_\_\_

5. How long has this been going on? \_\_\_\_\_

6. What have you done about this problem? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Have you talked to anyone about this already? ? (Student, Teacher, Other Adult) Yes No \_\_\_\_\_  
(name)

8. Who do you want to talk to about the problem? \_\_\_\_\_

9. What do you want to happen now?

\_\_\_\_\_ I just want someone to know.

\_\_\_\_\_ I want an adult to talk to the person who is harassing/bullying me.

\_\_\_\_\_ I want an adult to help me and the person/s doing the harassing/bullying to solve the problem.

\_\_\_\_\_ I want an adult to try to stop the bullying/harassment.

\*\*\*\*\*PRINCIPAL/STAFF FOLLOW UP\*\*\*\*\*

\_\_\_\_\_ Date I met with reporting student.

\_\_\_\_\_ Date I followed up with person/s doing the harassing.

\_\_\_\_\_ Date I followed up with reporting student.

X \_\_\_\_\_  
Principal/Staff Signature Date

A staff person has met with me about the resolution of this incident.

X \_\_\_\_\_  
Reporting Student Signature Date

This report and follow-up will be kept on file in the above principal's office and entered on  
Infinite Campus to provide a cumulative record.

**Log of follow up on this incident:**

Notes of interview with reporter:

Note of interview with person/s reported to doing the harassing/bullying:

**Consequence Component:**

- |  |   |
|--|---|
| <input type="checkbox"/> Verbal Warning          | <input type="checkbox"/> Suspension             |
| <input type="checkbox"/> Mediation               | <input type="checkbox"/> Citation Issued        |
| <input type="checkbox"/> Referral to ERO         | <input type="checkbox"/> Administrative Hearing |
| <input type="checkbox"/> Parent/Guardian Contact | <input type="checkbox"/> Pre-Expulsion Hearing  |
| <input type="checkbox"/> In School Detention     | <input type="checkbox"/> Expulsion              |
| <input type="checkbox"/> Other:                  |   |

**Social Learning Component:**

**Restitution / Restorative Component:**

\_\_\_\_\_ **Date/initial filed and entered on Infinite Campus under the behavior tab.**  
\_\_\_\_\_ **Date/initial if this is a report of sexual harassment: it must be reported to Amos Anderson.**