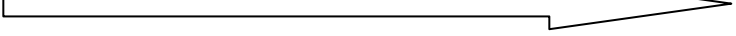


Student Harassment/Bully Incident Report Form

Name: _____ Today's Date _____

Who harassed or bullied? _____
(If you don't have a name, that's OK)

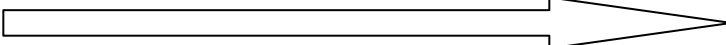
How often has this harassment or bullying occurred? _____

Describe what happened. **Use the back side.** 
(What was done or said? What was the response? Remember to report weapon use. Examples are: rock, stick knife or other.)

When did it happen? _____

Where did it happen? _____

How did the person who was targeted feel? Mad Embarrassed Sad Worried Scared Fearful

Who witnessed the incident? **Use the back side.** 

Name of staff person or adult who assisted the student with this report: _____

Turn in your report to school staff or in the Bullying Box

Date I turned my report in: _____

Information for Students to keep:

What will happen next?

An administrator or counselor will review your report and you will be contacted promptly.

Your identity will not be revealed to the person who was mean to you, and you will not have to meet with him or her unless you make that choice.

Possible law violations will be referred to the School Resource Officer for appropriate follow up.

A safety plan you can start right away.

- * Tell the person who is bullying to stop in a loud voice to draw attention and get away as best you can.
- * Try to avoid areas where you might encounter the person who is bullying you.
- * Keep a diary of what has been happening.
- * In the case of cyber-bullying, print or write down information you recall.
- * Keep evidence: Damaged property, emails, text messages and evidence of physical injury.
- * Do not blame yourself and stay cool.
- * Feel free to go into any teacher's classroom or an office when you feel threatened.
- * Encourage a teacher to email your other teachers to be looking out for you.
- * Tell friends or others that you are having a difficult time. Secrecy protects the person who is bullying.
- * If bullied again within the next 24 hours:

Walk away and tell a another adult

Find a "safe room" and/or seek out friends or an adult

PROMOTE THE ATTITUDE: RESPECT FOR ALL IS EXPECTED EVERYWHERE.

Write Extra Details

On Top Half Only -----

You Keep This Bottom Half

Describe what happened: (Include Witnesses)

**Keep Bottom Portion
Turn in Top To Administrator**