

Be an Upstander!

Report Bullying, School Violence, and Safety Concerns

Who reports?	YOU--If you have information about bullying, harassment, school violence, and/or a threat of one of these actions, it is important to know that there are steps you can take to keep yourselves and others safe. If you are the target of bullying, or think someone is being bullied, please report it to you families, teachers, and/or administrators. Link to Student Resource Page
What do I report?	Any activity that targets someone to be hurt. Bullying, harassment, school violence, and threats take many forms. One thing they have in common – someone is targeted to be hurt. Examples of these hurtful behaviors include unwanted teasing, intimidation, physical violence, humiliation, spreading false rumors, social exclusion, theft, or destruction of property. Bullying, harassment, school violence, and threats can occur almost anywhere students go – in school buildings, on school grounds, on the school bus, at bus stops and off campus. Bullying, harassment, and/or threats may also occur using social networking sites or cell phones.
When should I report?	Any activity that targets someone to be hurt is unacceptable and should be reported as soon as possible. Any comment or activity that threatens the safety and well-being of students is unacceptable and should be reported as soon as possible. Any comment or activity that indicates an act of violence against an individual or the school is unacceptable and should be reported as soon as possible.
Where or how do I report?	• Tell any school staff member. Never hesitate to tell a trusted adult about any situation where someone is unsafe. - o Talk to a staff member in person about what is happening. - o Email a staff member. You can email them the details of the situation, or you can email them that you need to speak with them in person. ▪ Link to Staff Email and Phone Number List - o You can call the school directly to report any unsafe situations. ▪ Principal: 708-226-7726

	▪ Assistant Principal: 708-226-7727 ▪ Dean of Students: 708-226-7724 - o Students can access, print, and fill out a reporting form. ▪ Link to Reporting Form ▪ The reporting form needs to be filled out and turned in to a staff member at school. ▪ Reporting forms are available in each classroom. ▪ Reporting forms are available in the office. ▪ The reporting form is paper only. ▪ If you wish to file an online report, please utilize Safe2Help (see information below). • Hadley utilizes Safe2Help for confidential, online reporting. You may make a report any time of day, any day. Safe2Help is monitored 24 hours a day, 7 days a week. You are not required to leave your name when reporting using Safe2Help. - o Safe2Help Online Reporting Link - o Safe2Help Homepage Link • Tell any trusted adult, such as a parent or guardian. A trusted adult can then contact the school on your behalf.
Why should I report?	Being an upstander is one of the best ways you can keep our school safe for yourself and others. Fear, abuse, threats, and violence have no place in our school. If you are being bullied, or if you witness a peer being bullied, a report can also help any student who might be targeted for bullying.
What will happen after I report?	A school administrator or designee will: 1. Acknowledge and review your report. 2. Treat your report with privacy and respect. 3. Investigate your report. a. The school will never question a target and a bully together. b. All interviews will be private. 4. Take appropriate action that may include increased monitoring and supervision, restructuring schedules, additional resources, and disciplinary action for conduct code violations, among others. 5. Provide feedback, if appropriate.