



BE RESPONSIBLE

BE SAFE

BE PRODUCTIVE

BE RESPECTFUL



# Bullying Incident Report

Is it Bullying?

When someone does something unintentionally hurtful, and they do it once that's **RUDE**.

When someone does something intentionally hurtful, and they do it once that's **MEAN**.

When someone does something intentionally hurtful, and they **KEEP** doing it – even when you tell them to stop or show them that you are upset – that's **BULLYING**.

It's a good idea to keep a detailed record of bullying incidents you've witnessed or been a target of. Even if you're not ready to tell anyone about the bullying yet, this record will help you report it once you feel ready.

**Who** was the target of the bullying incident?

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**When** did the bullying incident occur?

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**Where** did it happen? (Text, phone, internet, social media, at school, to/from school, etc.)

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**Type** of bullying incident

- Cyberbullying
- Name-calling, insults, mean teasing (verbal bullying)
- Name-calling, insults, mean teasing about culture or skin color (discriminatory bullying)
- Name-calling, insults, questions, or gestures with a sexual meaning (sexual harassment)
- Hitting, pushing, hair pulling, etc. (physical bullying)
- Rumor spreading, mean gossip (social bullying)
- Shunning or excluding from the group (social bullying)
- Stealing or damaging property (physical bullying)
- Scaring or making threats (verbal bullying)
- Stalking
- Other \_\_\_\_\_

**What** happened? (Write in detail as much as you can remember. Include things like what happened to you, who was involved, and what was said or done. Save any text messages and take pictures of any physical injuries.)

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# Student Action Plan Against Bullying!

Bullying affects everyone. Whether you are the target of bullying, a witness, or the person who bullies, it is something that impacts you, your peers, and your school. Bullying can be stopped, but it won't just happen. You have to take action and develop a plan that works for you and your situation. This is your opportunity to change what you are doing and make a difference. Start by creating your own plan to take action against bullying.

## What You Can Do

The following steps will help you develop an action plan to address a bullying situation that is continuing to happen.

**Step 1:** Think about the bullying you have experienced, seen, or even done yourself. Describe the situation, including where it happened, who was involved, what happened, and how it made you feel.

**Step 2:** Then consider how that situation could be different. Include what you would like to see happen, how things could be changed, and what would help you feel back in control of the situation.

**Step 3:** Next, think about the steps needed to make those changes happen. Consider what role you need to take, who would need to be involved, and what they would need to do. **Once you have read through the steps, begin filling in your ideas to "My Personal Plan To Take Action Against Bullying"**

### Step 1

Describe the bullying that occurred. Include dates, location, who is involved, and details of the behavior.

### Step 2

Consider how that situation could be different. Include what you would like to see happen, how things could be changed, and what would help you feel back in control of the situation. How could the situation have been stopped or prevented.

### Step 3

What real steps can you take to make that happen? Include who could help, what they can do, and what you can do.

Present your plan to an adult in the school and ask them to sign here...

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SIGNATURE