# STUDENT BULLYING REPORT FORM

<table>
<thead>
<tr>
<th>Today’s Date:</th>
<th>Date of incident:</th>
<th>Time:</th>
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Describe what happened/what is happening:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

When did it happen?
____ before school    ____ during school    ____ after school    ____ unsure

Where did it happen?
____ Hallway           ____ Restroom        ____ Classroom       ____ Gym           ____ Lunch Room      ____ Playground
____ To/From School    ____ Morning Kids Club ____ After School Program ____ Parking Lot
____ School Sponsored Event ____ Other: ______________________________

Bullying Behaviors (check mark all that apply):

____ Shoved/Pushed
____ Hit, Kicked, Punched
____ Threatened
____ Excluded
____ Stole/Damaged Possessions
____ Taunting/Ridiculing
____ Writing/Graffiti
____ Intimidation/Extortion
____ Told Lies or False Rumors
____ Inappropriate Touching
____ Cyber-bullying using: Text
____ Staring/Leering
____ messages, Website
____ Demeaning Comments
____ Racial, Sexual, Religious, or Disability

Name of student(s) bullying:              Name of student(s) being bullied:              Name of witnesses/bystanders:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Reported to school by (circle all that apply)

Teacher    Student    Bystander    Student being bullied    Parent    Bus Driver    Anonymous    Other:
______________________________________________________________________________________________

Name of person who completed this report ________________________________

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*Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities and employment and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to accept allegations regarding non-discrimination policies: Superintendent of Schools, 3215 Cuming Street, Omaha, NE 68131 (531-299-0310). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Director for the Office of Equity and Diversity, 3215 Cuming St, Omaha, NE 68131 (531-299-0307).*
BULLYING PREVENTION AND RESPONSE

WHAT IS BULLYING?
“Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.” — Steps to Respect, Committee for Children

OPS CODE OF CONDUCT...
“Bullying includes any written or verbal expression, electronic abuse, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students”.

TYPES OF BULLYING:
- **Physical Bullying** - Hitting, kicking, hair pulling, pushing, or any physical aggression.
- **Verbal Bullying** - Teasing, name calling, put-downs, or other behavior that would deliberately hurt others’ feelings.
- **Sexual Bullying** - Any bullying behavior, whether physical or non-physical that is based on a person’s sexuality or gender.
- **Emotional or Exclusion Bullying** – Starting rumors, telling others not to be friends with someone, eye rolling, or other actions that would cause someone to be without friends or intentionally left out.
- **Cyber-bullying** - Using electronic devices such as computers, cell phones, and pagers to bully others through methods such as posting comments, statements, or pictures on blogs or websites, text messaging, instant messaging, and email.

WHAT TO DO
You don’t have control over another’s actions, but you do have a choice as to how you respond. If you are dealing with someone who is bullying, try doing the following:
- **Speak up and speak out.** Look the bully in the eye, remain calm, and speak in a confident, respectful voice. Be assertive and tell the bully to stop.
- **Walk away.** Calmly walk away and ignore the bullying behavior. Don’t show fear. Fear, anger, and other reactions give bullies what they’re looking for.
- **Use humor.** Say something funny to show that you’re not upset.
- **Tell an adult.** Talk to a teacher, counselor, principal, coach, parent, or adult you trust.
- **Complete a STUDENT BULLYING REPORT FORM available in the main office or counselor’s office.**

SHOULD IT BE REPORTED?
Report it immediately if…
- You were physically hurt, or
- The verbal or electronic attack has happened before.

Record the 5 Ws immediately:
- **Who** did the bullying?
- **What** happened?
- **When** and how did it start? How long has it been happening?
- **Where** did it take place?
- **Were** there any witnesses?

NOT SURE? CONSIDER...
Are you “reporting” or “tattling” on someone?

**Reporting** is when someone is trying to stop someone from getting hurt.

**Tattling** is when someone is not being physically or emotionally hurt, instead, someone is trying to:
- Get someone else in trouble.
- Have someone else solve a problem that they could solve.
- Get your own way in a situation.

BULLYING BEHAVIOR CAN CHANGE
- **Examine your motives.** What have you done and why did you do it?
- **Try to develop better problem-solving skills.**
- **Increase your empathy.** Put yourself in another person’s shoes and try to imagine how he/she might feel.
- **Find positive ways to be powerful.** Get involved in activities and look for positive ways to use your strengths and leadership skills.

Resources from the Internet
- [www.stopbullying.gov](http://www.stopbullying.gov)
- [www.bullyfree.org/parent.html](http://www.bullyfree.org/parent.html)
- [www.respect2all.org](http://www.respect2all.org)

Books
- Bullies are a Pain in the Brain by Trevor Romain
- Just Kidding by Trudy Ludwig