

# STUDENT BULLYING REPORT FORM



Today's Date: \_\_\_\_\_ Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

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):

<input type="checkbox"/> Shoved/Pushed	<input type="checkbox"/> Threatened	Other : _____
<input type="checkbox"/> Hit, Kicked, Punched	<input type="checkbox"/> Excluded	_____
<input type="checkbox"/> Stole/Damaged Possessions	<input type="checkbox"/> Taunting/Ridiculing	_____
<input type="checkbox"/> Intimidation/Extortion	<input type="checkbox"/> Writing/Graffiti	_____
<input type="checkbox"/> Inappropriate Touching	<input type="checkbox"/> Told Lies or False Rumors	_____
<input type="checkbox"/> Cyber-bullying using: Text messages, Website, Email	<input type="checkbox"/> Staring/Leering	_____
<input type="checkbox"/> Racial, Sexual, Religious, or Disability	<input type="checkbox"/> Demeaning Comments	_____

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 \_\_\_\_\_

*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