

## REPORTING BULLYING/HARASSMENT

Individuals who feel that they have been bullied or harassed should tell a teacher, counselor or principal and write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, principal or another appropriate school employee including

Things to consider when you feel you have been bullied or harassed:

- What, when, and where it happened;
- Who was involved;
- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser responded.

These items should be considered when filling out your complaint form.