

What to Do If It Happens to You.....

If you feel that you have been a victim of harassment, *verbal, physical, written, Internet, texted or any other form*, you might try any or all of the following tactics:

Step 1: Avoid any/all contact with the harasser(s).

Step 2: Ignore the bad behavior (this may not work).

Step 3: Communicate with the harasser in a calm and assertive voice:

- Tell the harasser to STOP the unwanted behavior immediately. Be very specific about naming the behavior you want to stop.
- Communicate that you dislike the behavior.
- State that you will have to report the behavior if the harasser does not stop it. Tell the harasser to whom you will report it to as well.
- If the harassing behavior continues, repeat the above. Remain calm and assertive in your comments.

Step 4: If the behavior does not stop, you may report this behavior as a violation of our school and district policy about harassment. Report the behavior to any/all of the following as you feel is appropriate:

- Your teacher or any teacher.
- Your school counselor – Mrs. Chamberlain
- A school administrator – Mr. Dodds
- The School Resource Officer – Officer Sissener
- Any other school personnel.
- Your parent/guardian,

Step 5: Document exactly what has happened. Give a copy of what you have written to school personnel. Make a copy and keep one for yourself. This documentation should contain the following information:

- What happened.
- When and where it happened.
- Who was involved (including witnesses).
- What you said or did in response to the harassment.
- How your harasser responded to you.
- How you felt about the harassment.
- What you would like to have happen next.

The school personnel should next give this information to a school administrator who will investigate the incident and take appropriate action.

Step 6: If you feel uncomfortable reporting to school personnel what happened, you may use a third party who will then report the violation to school personnel. This third party will need to use the documentation procedures as identified in Step 5 for reporting purposes.

Remember, you must report this in a timely manner. Go with your gut feeling... if you're feeling harassed, don't second-guess what you should do. If you don't report it, the situation could escalate.

Also, understand that if there are no witnesses or immediate proof, the situation must be investigated before discipline can take place with the accused offender. But be assured that school personnel will follow up with city and county resources to keep you safe.

What to Do If It Happens to Someone Else.....

If you see harassment happening to someone else, whether you know them or not, you are the **Bystander** and have an ethical responsibility to help the target. There is no one right solution that works well in stopping harassment. Try a variety of strategies. Switch to an alternative solution when another one is not working. Use common sense and the following possible solutions when helping someone who is being harassed.

If you are a child or a teen **bystander**, you should:

- Make an effort to help the target
- Never laugh at the harasser's jokes or behavior because it gives him/her more power and encourages him/her to continue the harassment.
- Speak up for the target unless there is physical violence or even the threat of it. When there is violence or even a threat of violence, seek the assistance of an adult.
- Set a good example yourself by showing RESPECT for all people.
- Never use weapons or any type of violence to solve a problem
- Include the target in your group and/or activities
- Show empathy for the target by listening and offering assistance.
- Get together with other bystanders to tell the harasser to stop.
- Get adult help, especially when there is even a threat of violence.
- Report it to an adult.