Words of Caution:

- If the student has the potential of being harmed, or harming themselves, please see an Administrator, a Guidance Counselor, or the School Police Officer immediately after you have listened to them.
- NEVER downplay their bullying. What might be seemingly insignificant to you is having a huge effect on them.
- NEVER tell them to ignore the bullying. They are telling you because they want help.
- Do not follow through on this process alone. The only way students in the school will stop bullying is if students, teachers, and administrators take a stand against bullying together.

**Step 1 – Listen**

**What’s been going on?** Actively listen and take notes

**Step 2 – Empower**

**Ask: What would you like me to do?**

- a) Just listen?
- b) Give suggestions?
- c) Take action with you to solve the problem?

**Debunk Myth of Bullying.** **Ask:** Why do you think you have been chosen be bullied? ____________________________________________

Discuss with the student the types of students who are bullied: *the passive reaction* and *the aggressive/impulsive reaction.*
Ask: **What are some possible actions to solve this problem?** Remember: the student targeted is the expert, their solutions will work best. Listen, guide, and be open to their ideas. **Do not decide for them.**

Pick the best option. (The **STUDENT** picks the best option!) They have chosen to:

- Get a detailed action plan in place for the solutions.
- Ask the student – what words should be said? What actions should be taken? Who is talked to first, second, third?

**Step 3: Support**

This incident will be referred to:
(Please write the name of the person on the line below)

- Teacher: ______________________________
- Guidance Counselor: ____________________
- Administrator: _________________________
- School Police Officer: _________________

Safety Plan

Sometimes it takes a few tries before picking a solution that will stop the bullying for good. This is why we need to put a safety plan in place, just in case the first solution doesn’t totally stop the problem. The safety plan is going to help you stay safe, but also make sure that adults continue to work with you to end this issue.

**Step 1: Who can you talk to?** (Friends, family, teachers, community members.)

**Part 2: How to stay physically safe?** (Places in school/community, exit plans, new routes, ways of getting out of unsafe situations, people to call, safe-word.)

**Part 3: Emotional Safety** (Ways of handling stress and scary thoughts, positive stress relievers, what to do/who to turn to if scary thoughts occur.)

**Resources**

If all else fails, here are other resources for you to contact:

<table>
<thead>
<tr>
<th>Kids Help Phone: 1-800-668-6868</th>
</tr>
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<tbody>
<tr>
<td>Police: 9-1-1</td>
</tr>
<tr>
<td>Suicide Prevention Hotline</td>
</tr>
</tbody>
</table>

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Contract:

I __________________________ promise to come and see you
(Student name)

________________________ or __________________________
(adult name) (other chosen adult)

within one week of this action plan taking place. I will update you on how things are going.

I also promise to see you, or the other adult immediately if the bullying continues after taking action, or, if I start having thoughts of harming myself or others.

________________________
(Print your name)           __________________________
(date)

________________________
(Signature)

***Safety plan is photocopied and student receives a copy. Once this form has been processed by a staff member, it must be returned to the attention of ADMINISTRATOR IN CHARGE. All forms will be kept for future reference.

Follow Through on Actions
- Whatever actions are chosen need to be put into place.
- If they have not chosen you to follow through on the actions, you need to have an extensive meeting to relay the information (either with or without the student targeted).