

Discrimination/Harassment/Bullying Incident Report/Agreement Action Taken with the Person Reportedly Targeted

Targeted Person's name _____ Coach _____ Date _____

Check off as completed and comment:

Affirm feelings. (Reporting of incident was the right thing to do. You did not cause it.)

Gather information about the current situation and prior history.

Identify what has worked and has not worked in the past.

Brainstorm ideas for options (always including reporting every incident):

Identify skills that may help in future incidents (assertive refusals, staying near friends, etc.) and plan another time when they can be taught without implying the victim was at fault.

Identify the ways you will work to protect the safety of the targeted person: for example, name those you will contact (parents, staff members, bus driver, peers, etc.), explain that you will be talking to the person accused and that a plan will be worked out, ask the student to name peers who can be turned to for support.

If discrimination or harassment, it appears to be racial sexual
or based on actual or perceived: disability gender sexual orientation
 age religion marital status socioeconomic status
 familial status physical characteristics linguistic characteristics

Explain what will happen now and how important it is that future incidents be reported right away.

Set a date to follow up with the student: date _____ time _____

Student signature (if appropriate) _____

Follow up: How is the plan working? Adjust or make referrals as needed.

Discrimination/Harassment/Bullying Incident Report/Agreement Action Taken with the Person Reported

Reported person's name _____ Coach _____ Date _____

Check off as completed and comment:

Identify the problem and diffuse reporting responsibility. ("I usually hear these things from many people.")

Gather information. ("I'd like to hear from you about what happened." Avoid arguing about details like "*accidentally* tripped him." Ask, "How would you feel if this happened to you?")

What consequences or actions are required by the school discipline policy or, in harassment cases, district policy?

Generate ideas for solutions. ("What are some ways to prevent this from happening again?")

Write the plan including consequences and actions required to help prevent future incidents. (May include task of further investigation.)

Set a date and time to follow up with the student (after the date of follow up with targeted student): date _____ time _____

student signature _____

IMPORTANT: Document this incident or accusation in district system. Identify:
__discrimination __harassment __bullying __intimidation __retaliation, __other:

Follow up with the targeted person and this student: How is the plan working? (Adjust the plan, apply additional consequences or make referrals as needed.)