

Treating each other the right way is something that we take very seriously at Sandburg. Here is what the students at Sandburg are taught:

If you are not being treated with respect:

 Tell the person  
**S**top  
Then  
  
**W**alk  
**A**way

If the problem continues

  
**T**alk  
to an adult immediately

Remember, that if someone puts their hands on you or continues to treat you in a way that you know is not right, an adult at Sandburg must know about it.

## Bullying is never ok.

Not sure who to tell? Let Mr. Kincaid, our principal; Mrs. Martsch, our social worker; or Mrs. Boyd, our resource teacher know. We can help.

Scroll down for some forms that you can print out and fill out. If you'd prefer, Mr. Kincaid or Mrs. Martsch can help you fill them out when you call us.



**Student Conduct – Bullying**  
Springfield Public Schools  
Department of School Support

Illinois law and Springfield Public School District 186 Board of Education Policy require schools to respond to all reports of alleged bullying. District 186 takes all reports of bullying seriously. Bullying may take various forms and include one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, cyber-bullying, and repeated name-calling, teasing and unkind, hurtful words, and of spreading rumors. (See the Illinois School Code 105 ILCS 5/27-23.7 and *Springfield Public Schools Student and Family Handbook*)

When a perceived bullying event occurs, please notify the building principal or his/her designee of the incident. A point person will be assigned to:

- Take steps to complete the investigation within 2 school days after the date the report of the incident is received;
- Take into consideration additional information about the bullying received during the course of the investigation;
- Develop a plan of action that is to be shared with the student(s) and family members of all involved;
- Modify the plan as needed; and
- Follow up with the student(s) and family members at an agreed upon timeframe.

**Please complete the Bullying Incident Reporting Form on the next page to report incidents involving students:**

- During any school-sponsored education program or activity
- While on school property, school buses or other school vehicles
- At designated school bus stops
- Traveling to/from school
- At school-sponsored or school-sanctioned events or activities
- Through the transmission of information from any computer, network, or other similar electronic equipment.

I have read the above policy.

Name of Person Completing Report \_\_\_\_\_

Name of School \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Received by Principal \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Target(s):	Name of Aggressive Student(s):	Name(s) of Witness(es)/Bystander(s):
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Location of Incident (Check all that apply):**

- Hallway  Restroom  Classroom  Gym  Lunch Room  Playground  
 Locker Room  Bus Stop  On Bus  Parking Lot  Off Campus  Stairs

**Reported to School by (Check all that apply):**

- Teacher  Student  Bystander  Target  Parent  Bus Driver  Anonymous  
 Other  Name \_\_\_\_\_

**When did the Incident happen? (Check all that apply):**

- To/From School  After School Program  School Sponsored Event  
 During School  Outside School Hours  Other \_\_\_\_\_  
 Specific Location \_\_\_\_\_

**Type of Incident: (Check only if applicable)**

- Electronic (Check all that apply):  
 Text Messages  Website  Email  Facebook  SnapChat  Instagram  
 Phone  Twitter  Other: \_\_\_\_\_

- Physical (Check all that apply):  
 Shoved/Pushed  Hit, Kicked, Punched  Inappropriate Touching

- Social (Check all that apply):  
 Excluded  Staring/Leering  Writing/Graffiti

- Unlawful (Check all that apply):  
 Theft/Damaged Possessions  Extortion

- Verbal (Check all that apply):  
 Threats  Taunting/Ridiculing  Lies or False Rumors  
 Mean Comments

**The Aggressive Act was Related to: (check all that are applicable)**

- Racial  Sexual  Religious  Gender Identity  Disability

Did Anyone get Injured?

Yes No

Type of Injury, if Known \_\_\_\_\_

Did you Report this Incident to Law Enforcement?

Yes No

**Describe the Incident(s), including what the alleged aggressor(s) said or did and the harm. Please include/attach any evidence you might have**

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