

Steps to take if you are HARASSED

Harassment is NOT your fault. Take some action.

1. **STEP ONE:** The first step is to **TELL THAT PERSON TO STOP** the behavior that is making you feel uncomfortable. It is very important that you do not just ignore the harassment since it could increase into something even more hurtful. You could choose to tell them verbally or in writing. It can be very short and to the point. Some examples would be:
 - ✓ "I don't like it when you make comments about my clothes, I want you to stop!"
 - ✓ "I don't like it when you touch me in the hallway, I want you to stop, or I will report it to someone!"
2. **STEP TWO:** In step one we put the harasser "on notice" that the behavior was unwanted and unwelcome. If they continue with the harassing behavior we need to go on to step two.
 - ✓ **Tell a teacher, counselor or principal.** Your school is responsible for helping you if you come forward with a claim of harassment. Your school is a harassment free zone, and your school district has policies in place to protect you.
 - ✓ **Document.** Write down what happened to you. Where, when, what was said, and list any witnesses to the harassment.
3. **STEP THREE:** If the harassing behavior continues after the first two steps have been taken you need to again **report it** to a teacher, counselor, or principal. The school will respond appropriately with further action.