

## School Mapping Survey Procedures:

Identifying key areas of concern is important in making a school safer, as it can help to focus a school when resources are limited, while still informing students that safety is a key concern.

In order to obtain the most useful data from the students, make sure that you use a copy of your school map that clearly indicates all buildings and blacktop/field/common areas (a generic example map is included).

On the cover of the map, include the following:

- Brief directions: If know of students being bullied/harassed, mark an “X” in that spot
  - If multiple students are bullied/harassed in that spot, mark an “X” and circle the “X”.
  - OR if a student is bullied/harassed in that spot on multiple occasions, mark an “X” and circle the “X”.
- Lines for basic demographics:
  - Gender, race, grade.
  - DO NOT have them write their names on the map, or any other identifying information, such as teacher name or student id.

Hand out the map:

Tell the students not to do anything with it, but instead, just listen.

State the following in some manner (Use an overhead of the map if possible for examples):

*This is a map of our school. We would like you to identify the places where students, including yourself, have been bullied or harassed a lot. For each place you know students are bullied or harassed, please mark an “X” in that spot. If it happens frequently in that spot, please mark an “X” and then circle the “X”.*

*For example (show them the map while doing this) if you know students are being bullied in the principal’s office, then you would mark an “X” in that spot.*

*If you know a lot of students are bullied in that location, then mark an “X” in that spot, then circle the “X”. (Do this on the white/chalkboard or on the overhead of the map)*

*For example, if you have been bullied in the principal’s office, then mark an “X” in that spot.*

*If you have been bullied on multiple occasions at the principal’s office (3 or more), then mark an “X” in that spot and then circle the “X”. (Use white/chalkboard or overhead map)*

*If you are unaware of any students being bullied or harassed on any location on campus, please write at the top, No bullying.*

*Any questions?*

Give the students about 15 minutes to complete the map.

Tell them that if they finish early, to turn their paper over and you will come by and collect them.