

Bullying Prevention Resource Guide

FOR SCHOOLS, FAMILIES AND COMMUNITY PARTNERS

Model Bullying Prevention Policy

<SCHOOL> believes that all students have a right to a safe and healthy school environment free from bullying and harassment, and is committed to promoting mutual respect, tolerance and acceptance.

<SCHOOL> will not tolerate behavior that infringes on the safety of any student or staff member. Students, staff and parents shall not intimidate or harass another person through words or actions in the school, on school grounds, in school vehicles, at designated bus stops, or at school activities or sanctioned events.

Bullying is not a rite of passage to be endured by young people. It is a behavior that must be addressed because of the harmful impact that it can have on students. Bullying can lead to depression, low self-esteem, anxiety and feelings of isolation, as well as school absenteeism and low academic achievement.

DEFINITION

Bullying is aggressive behavior or intentional harm-doing, carried out repeatedly over time and occurring within a relationship characterized by an imbalance of power. Bullying takes many forms, including the following:

- Physical bullying – physical acts of aggression such as hitting, kicking, tripping or pushing
- Verbal bullying – threats of physical bullying, name-calling or other insults, making faces or obscene gestures, graffiti on lockers or bathroom walls
- Relational bullying – spreading rumors, intentional exclusion of others, passing of harmful notes about another person
- Cyberbullying – the spreading of harmful information or lies about others through e-mail, online chats or blogs, text messages, cell phones or cameras
- Sexual bullying – unwanted touching, obscene gestures or comments made about a person's body, body type or physical features.

PROHIBITION AGAINST BULLYING AND HARASSMENT

Bullying behavior, as defined by the above-mentioned behaviors, is strictly prohibited, and such conduct will result in disciplinary action. This prohibition includes anyone associated with <SCHOOL> including students, school staff and administrators, parents and community members.

REPORTING PROCEDURES

All school employees are required to report alleged violations of this policy to the principal or the principal's designee. Staff members are expected to immediately intervene when they see a bullying incident occur. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Reports can be made anonymously, although formal disciplinary action may not be based solely on the basis of an anonymous report.

All such reports will be taken seriously. The principal or principal's designee will conduct a prompt, thorough and complete investigation of each alleged incident in order to verify the validity and seriousness of the report.

Reprisal or retaliation against any person who reports a bullying incident is prohibited. Filing a report in good faith will not reflect upon the individual's status, nor will it affect grades or employment status.

CONSEQUENCES FOR BULLYING

<SCHOOL> staff and administration have developed and will implement a hierarchy of consequences that matches specific bullying behaviors to disciplinary and/or remedial action. [See **Sample Hierarchy of Consequences** below.]

The following factors will be taken into consideration when determining appropriate consequences: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, past or continuing patterns of behavior, relationship between involved parties, and the context in which the alleged incident has occurred.

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying may involve positive behavioral interventions up to and including suspension or expulsion. The hierarchy of consequences will be used as a basis for determining the disciplinary action.

Remedial action and consequences for school employees will be determined on a case-by-case basis and in accordance with the employee handbook or school code of conduct. Parents, volunteers and community members are expected to maintain the same high standards of behavior that are expected of students and staff.

Since bystander support of harassment or bullying can support negative bullying behaviors, <SCHOOL> prohibits both active and passive support for acts of harassment or bullying. The staff will provide encouragement and support for students to walk away from acts of bullying, constructively attempt to stop them and/or report them to the designated authority. Students will be given the skills to know how to intervene when they witness a bullying incident.

DISCLOSURE AND PUBLIC REPORTING

Notification to all parties subject to this policy defining and prohibiting bullying shall be made at least once over the course of the school year. A summary of the policy will be incorporated into student and employee handbooks., and distributed to parents and organizations in the community that have cooperative agreements with the school.

Staff members will be reminded at the beginning of each school year about the policy, as well as their responsibilities regarding bullying behavior. Staff will also discuss the policy with students throughout the year as a reminder that bullying is not tolerated and that there will be consequences for bullying behavior.

Data on the number and types of reports made under this prohibition, the results of investigations undertaken to verify the details made in complaints, and the sanctions imposed for incidents found to be violation of the same will be kept on an annual aggregated basis. No individuals, either the reporter or the violator, will be named in the reports.

SAMPLE HIERARCHY OF CONSEQUENCES

Level 1 Behaviors	Level 1 Consequences
Pushing/kicking/hitting Spitting Gossiping/spreading rumors Embarrassing/deceiving/playing a dirty trick on someone Mocking or mimicking Name-calling Dirty looks Taunting Teasing about clothing or possessions Threatening to reveal personal information Publicly challenging someone to do something Graffiti/defacing property or clothing	Parent may be contacted + any of the following consequences: -Student will make verbal amends -Student will make written amends -Student will have lunch detention with teacher (2-7 days)

A pattern of Level One behavior may result in consequences for Level Two offenses and referral to intervention services.

Level 2 Behaviors	Level 2 Consequences
Defacing property Stealing Demeaning acts that are not physically harmful Locking someone in a closed or confined space Ethnic slurs Setting someone up to take blame Public humiliation Excluding someone from peer-group activities Teasing about appearance Intimidating telephone calls Extortion Sexual or racial taunting	Parent will be contacted + any combination of the following consequences: Loss of privileges including: -Off-campus lunch (1 week–2 months) -Computer use -Sports participation (in or out of season) Making amends: -Repairing/cleaning/replacing an item -Writing a report on a pertinent topic -School/community service -After-school detention with teacher (1 day–2 weeks)

A pattern of Level Two behaviors may result in consequences for Level Three offenses.

Level 3 Behaviors	Level 3 Consequences
Physical violence/inflicting bodily harm Threatening with a weapon Malicious exclusion or rumor-mongering Manipulating the social order to isolate or marginalize someone Verbal threats of aggression, violence and/or destruction of possessions Coercion or threats of using coercion against family or friends	Required parent conference with teacher and principal + any of the following consequences: Small-group or one-on-one intervention sessions (may include parents, administrators, counselors, teachers, peers) Short-term suspension Long-term suspension Expulsion

Level One behaviors may be handled by a teacher or an administrator. Level Two and Three behaviors will be handled by the administration. Criminal behavior will be referred to law enforcement for further action.

I understand that these identified behaviors will result in the corresponding consequences.

Student (signature)_____

Parent (signature)_____

Teacher (signature)_____

Principal (signature)_____

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