

## USD 418 ANTI-BULLYING GUIDELINES

### **Current Policy: Bullying by Students, Staff & Parents**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement. (Approved 3/10/14)

### **What is Bullying?**

According to Kansas statute 72-8256 bullying is defined as:

- (1) Intentional, negative actions intended to harm another person (i.e., aggression)
- (2) Severe, persistent or pervasive acts

Experts also suggest that bullying involves an existing power differential between those who bully and those who are victimized.

Administration and/or staff will consider an act of bullying in violation of district policy if it has any affect on the school day. Administration will act upon any acts of bullying that occur on school grounds, at any school-sponsored activity or event (on or off campus), on school-associated transportation, or through school-owned technology.

To view Kansas statute 72-8256, please click [here](#).

## **Forms of bullying behavior:**

- (1) Physical bullying – Hitting, pushing, tackling, tripping, poking, tugging, or tearing at clothes.
- (2) Verbal bullying – Calling of names, making verbal threats of physical acts (whether or not they are carried out)
- (3) Attacks on property – Writing on lockers, taking objects to keep or display publicly, destruction of property
- (4) Social or relational bullying – Ostracism, social exclusion, gossip/"trash talking"/rumor spreading, nonverbal gestures such as eye rolling, directed laughter, mimicking
- (5) Cyberbullying – Bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites (i.e., circulating electronic images or videos, insulting text messages, harassment through online games, harassment through social media).

## **Reporting & Investigating Bullying**

Students, families, and staff should report incidents of bullying to the Guidance office or Principal's office. Students may first report a bullying incident to a teacher who will then either report the incident to one of these offices or help the student report the incident.

Staff will use the attached reporting form to aid in tracking incidences of bullying. These forms will be kept in the principal's office.

A staff member from the Principal's office or Guidance office has responsibility to investigate reported incidences of bullying. Upon completion of the investigation, administration will take action regarding the reported bullying incident. However, they are not at liberty to share the outcome or disciplinary action with the affected party.

*The Kansas State Department of Education, in partnership with Kansas Children's Service League has provided a 24-hour hotline as an additional resource. You can reach the hotline by calling 1-800-332-6378 or emailing 1800children@kscl.org.*

## **Disciplinary Procedures**

Each building will follow its current disciplinary progression (i.e. MTSS Behavior structure, increase in severity of discipline, recording in PowerSchool, use of positive behavior supports)

## **Curriculum Resources**

- (1) 8 Keys of Excellence
- (2) Second Step
- (3) Second Step Bullying Module
- (4) Steps to Respect

## **Bullying Awareness**

- (1) Directors and Coordinators will train new staff in recognizing bullying, understanding participant roles, understanding who is at risk for bullying, where bullying takes place, consequences of bullying for both the bully and victim, and how to react to bullying..
- (2) Directors and Coordinators will provide a staff refresher program every 3-5 years.
- (3) Principals and/or Counselors will review the policy and plan yearly with staff.
- (4) Principals and Directors will include the policy and plan in staff and student handbooks.
- (5) The district will post the policy and plan on the district website.

## Bullying Report

Date:

Who reported the bullying?

- Victim (Name: \_\_\_\_\_)
- Peer (Name: \_\_\_\_\_)
- Victim's Parent (Name: \_\_\_\_\_)
- Staff Member (Name: \_\_\_\_\_)
- Other (Name & Role: \_\_\_\_\_)

Describe the bullying incident. Provide concrete examples of the specific bullying behaviors (i.e. hitting, kicking, pushing, verbal taunts, gossip, rumors, cyber harassment through text messaging, social media sites, etc.)

Who has been accused of being involved?

Name: _____	Name: _____
Name: _____	Name: _____
Name: _____	Name: _____

## Bullying Investigation

How often has the bullying occurred?

How long has the bullying taken place?

Based on the information above, is the incident?

- A conflict or fight between two children of equal status
- Hurt feelings because of a misunderstanding between children of equal status
- A single incident of bullying
- Repeated bullying

Describe the consequences based on investigation.

Document how and when the parents were informed.

Follow up with the victim on this date \_\_\_\_\_.

- Has bullying stopped?
- Has bullying decreased?
- Has bullying remained the same?
- Has bullying increased?

If the bullying has not stopped, what further steps will be taken?