

MUNCIE COMMUNITY SCHOOLS ANTI-BULLYING PLAN



2013-2014 Adopted by the Board of School Trustees on October 8, 2013
Revised October 2018

COMMITTEE STRUCTURE

2013-2014 Anti-Bullying Corporate Committee*

- 7 — Administrators (3 corporate, 1 high school, 1 middle school, 2 elementary school):
Corporate - Ermalene Faulkner, Todd Terrill, and Kathy Ray High School - Kim Kowalski
Middle School - Jackie Samuels Elementary School - Eric Grim and Shawn Davis
- 7 — Guidance Counselors (2 high school, 2 middle school, 3 elementary school)¹:
High School - Judy Henman and Marla Campbell Middle School - Christy Lane and Rebecca Smith
Elementary School - Jennifer Case, Bridget Hand, and Rachel Delicath
- 1 — MTA Representative (President): Pat Kennedy
- 3 — Parents (1 high school, 1 middle school, 1 elementary school): TBD
- 1 — School Board Member: Mrs. Kelley
- 3 — Students (1 high school, 1 middle school, 1 elementary school):
TBD
- 2 — Support Staff: Ana Pichardo and Chuck Hensley
- 15 — Teachers (1 from each high school, 1 from each middle school, 1 from each elementary school, 1 from MACC, and 1 from YOC:
Central-Kathy Schmaltz, Southside-DeWayne Richmond, Northside-Candy Butler, Wilson-Sheri Dyer, EWA-Judy Eden, Grissom-Shari Green, Longfellow-TBD, Mitchell-TBD, North View-Leesa Wise, South View-Karissa McIntosh, Storer-Mike Bantz, Sutton-Deanna Harshman, West View-Susan Cantrell, MACC-Misty Barton, and YOC-Jeff Cantrell.

#New Committee in 2012-2013

*New committee in 2013-2014

2018 Anti-Bullying Corporate Committee

Committee Chairwoman: Dr. Dea Young-Director of Elementary Education
Steve Edwards-Emergency Manager, Dr. John Williams-Chief of Staff, DiLynn Phelps-Assistant Superintendent, Cassandra Shipp-Director Secondary Education, Ana Pichardo-Director of Communications, Chuck Hensley-Chief of Security and Operations, Eric Grim-Principal, Kara Miller-Principal, Chris Walker-Principal, Justin Oliver-Asst. Principal, Jason Rees-Principal, Brittney Charles-Principal, Gerry Moore-Principal, Heidi White-Principal, Eric Ambler-Principal, Craig Standish-Principal, Michael Sullivan-Director, and Chris Smith-Director.

LAW

IC 20-33-8-0.2

"Bullying"

Sec. 0,2. (a) As used in this chapter, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

(1) places the targeted student in reasonable fear of harm to the targeted student's person or property;

(2) has a substantially detrimental effect on the targeted student's physical or mental health;

(3) has the effect of substantially interfering with the targeted student's academic performance; or

(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. (b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

(1) Participating in a religious event.

(2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

(3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

(4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.

(5) Participating in an activity undertaken at the prior **written direction** of the student's parent.

(6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

As added by P.L.106-2005, SEC.6. Amended by P.L.285-2013,SEC.5.

SOURCE: IC 20-33-813.5; (13)1-1E1423.1.6. --> SECTION 6. IC 20-33-8-13.5, AS AMENDED BY P.L.180-2011, SECTION 2, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2013]: Sec. 13.5.

(a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

(1) prohibit bullying; and

(2) include:

(A) provisions concerning education, parental involvement, reporting, investigation, and intervention;

(B) a detailed procedure for the expedited investigation of incidents of bullying that includes:

(i) appropriate responses to bullying behaviors, wherever the behaviors occur;

(ii) provisions for anonymous and personal reporting of bullying to a teacher or other school staff;

(iii) timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, in an expedited manner;

(iv) timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;

(v) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and

(vi) discipline provisions for false reporting of bullying; and

(C) a detailed procedure outlining the use of follow-up services that includes:

(i) support services for the victim; and

(ii) bullying education for the bully.

(b) The discipline rules described in subsection (a) must apply when a student is (-1-) en school grounds immediately before Of during school hours; immediately after school hours; Of at any other time when the f3C114901 is being used by a sehoot group; (2) off school grounds at a school aetivity,¬ion;er event; (3) traveling to or from school Of a school fiertiVity; function; or etevnt or (4) using property or equipment provided by the school: **may be applied regardless of the physical location in which the bullying behavior occurred, whenever:**

(1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and

(2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

(c) The discipline rules described in subsection (a) must prohibit bullying through the use of data or computer software that is accessed through a:

(1) computer;

(2) computer system; or

(3) computer network of a school corporation

(d) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

(e) A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under IC 5-14-3.

(f) The department shall periodically review each policy adopted under this section to ensure the policy's compliance with this section.

DISCIPLINE

MUNCIE COMMUNITY SCHOOLS

DISCIPLINE POLICY-STUDENT

BULLYING

The Discipline Policy found in the Elementary, Middle, High, and Adult Student Handbooks will be followed. The Rules of Conduct, founded in Indiana Code 20-33-8, will be enforced. Progressive discipline found in this policy, including parent contact, in-school suspension, extra-curricular activity suspension, etc. up to out-of-school suspension and expulsion will be implemented when the rules of conduct are violated. Specifically, this document addresses policy related to the 'Bullying Law'. These aforementioned handbooks are given to each student of the Muncie Community Schools with signed documentation from the parent or guardian that the handbook has been received.

Furthermore, the Muncie Community Schools 'Critical Incident Reporting' (attached) will be utilized as written when 'Bullying' results in a critical incident.

DISCIPLINE POLICY-PERSONNEL

MCS Critical Incident Reporting Guidelines, School Board Policy and Indiana Code will be enforced as to the 'Bullying Law' as it pertains to adult personnel (administrators, teachers and support staff).

NARRATIVE

Muncie Community School Corporation Policy

Muncie Community Schools Anti-Bullying Policy

The following policy has been established by the school board of the Muncie Community Schools regarding anti-bullying.

I. Policy Statement

The school board of the Muncie Community Schools prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

II. Definitions

Bullying Defined

Categories of Bullying for IDOE Reporting Requirements:

- Physical
- Verbal
- Social/Relational
- Electronic or Written Communication

The categories noted above will be used when reporting incidents of bullying to the Indiana Department of Education,

What is Bullying?

"Bullying" (per IC 20-33-8-2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (3) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time—both during and after school hours. Bullying can include **physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.**

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

III. Policy Provisions

1. The school corporation has discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. The principal at each school within the school corporation shall implement procedures that are delineated in the district 'Bullying Plan' to ensure both

the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying.

3. The principal at each school within the school corporation shall be responsible for designating a member of his/her staff to be the designated contact to receive all complaints alleging violations of this policy. The principal or another administrator will receive the complaint in the absence of the point person.
4. All corporation and school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report on the designated form.
5. Students, parents and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received, Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
6. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
7. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The principal shall submit all reports quarterly (using spreadsheet-forms) to the Muncie Community Schools Chief of Security and Operations. The superintendent or his/her designee shall report the results of each investigation to the board of education on a yearly basis during a regularly scheduled board meeting. The superintendent notifies the Board of School Trustees daily regarding critical incidents.
8. Each school within the school corporation must record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each

school shall report this information to the Chief of Security and Operations responsible for reporting to the superintendent, school board, and the Indiana Department of education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.

9. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.
10. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.
11. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct and the 'Critical Incident Reporting Guidelines'. The school board recognizes that some acts of bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other serious acts may require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
12. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
13. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:

- a. Students — Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
- b. School Employees —Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
- c. Visitors or Volunteers — Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

14. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the home page of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears on-line and in all other possible publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

15. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year utilizing age appropriate, research based instruction for all students in grades 1-12, delivered by a school safety specialist, school counselor or other person with training or expertise in the area of bullying prevention and intervention. A constant awareness and focus on the prevention of bullying will be imbedded throughout the year.

16. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to cooperation and school employees, volunteers and contracted service providers who have direct and on-going contact with students.

17. The school board of the school cooperation understands that the characteristics and resultant needs of each school within the corporation will continue to evolve, and that the existing base of knowledge regarding bullying prevention and intervention will continue to grow. Research on bullying prevention practices will continue to emerge, and the date on the nature of bullying behaviors will continuously change. It is essential that school corporation administrators and school officials regularly review available bullying prevention and intervention data. Additionally, school administrators are expected to collect and analyze in-house data regarding bullying incident investigations, incident frequency and the effects of the corporation's efforts to address bullying behaviors. Through data-driven practice, administrators will be best qualified to determine the need for changes to policies and procedures and to institute improvements to prevention and intervention programs and approaches.

Source: This document is modeled, in part, on information provided through the Indiana Department of Education

INVESTIGATION REPORTING

TIMETABLE FOR REPORTING

Muncie Community Schools—Investigation and Reporting of Bullying Incidents

P.L. 285-2013 includes a number of statutory requirements pertaining to the reporting of bullying incidents by school employees and the subsequent investigation of the incidents by school officials. Section of P.L. 285-2013 outlines these requirements.

Schools must give careful consideration to the flow of information within their building that begins with the initial observation and reporting of a bullying incident by an employee, student, or parent or a report of bullying communicated through the state mandated anonymous reporting protocols available.

Timetables are established and must be communicated to all staff. These timetables will hold staff accountable for reporting each bullying incident in a manner that allows for an expedited investigation of the incident by school administrators. P.L. 285-2013 mandates that each school corporation policy contain disciplinary provisions for any employee who fails to report an incident within the established timetable. Board Policy/Critical Incident Report

Once a reported incident has been investigated and determined to be a bullying incident, schools are required through components of P.L. 285-2013 to report the incident to the parents of both the targeted student and the bully in an expedited manner.

Current research underscores the importance of this expedited reporting, especially to the parents of the targeted students. Through communication with parents of the targeted student, schools expand the network of support for the student and help avoid any instances of suicide ideation, suicide attempts or other forms of self harm that sometimes can be a factor in the aftermath of a student being bullied.

Protocols established for the reporting and investigation of bullying incidents includes upward communication and reporting of incidents to the school corporation superintendent.

The corporation will monitor the frequency of incidents within the district and individual schools and continually reevaluate the effectiveness of the established reporting and investigation protocols. When the nature of a bullying incident is determined to qualify as an illegal act, the incident should be reported to the appropriate local law enforcement agency and follow the MCS 'Critical Incident Reporting Guidelines'.

P.L. 285-2013 requires the corporation to report the frequency of bullying incidents under the four established categories of (1) Verbal Bullying, (2) Physical Bullying, (3) Social/Relational Bullying and (4) Electronic or Written Communication Bullying to the Indiana Department of Education. This report will be completed by the Chief of Security and Operations for the Muncie Community Schools.

Muncie Community Schools---Protocol and Timetable for the Reporting and Investigation of Alleged Bullying Incidents

1. Employees are required to make a report (verbally or by completed report form[see forms section]) **within the same day** that they have observed or become aware of an alleged incident of bullying. However, if the incident was verbally reported, the verbal report must be followed up with a completed bullying incident report form[see forms section], completed by the same employee **within one school day**.
2. Once a referral has been received from an employee or through anonymous reporting protocols, the principal (or designee) will initiate an investigation of the alleged bullying incident within **one school day** from when the initial written report was first received.
3. Once the incident is determined to be a bullying incident and investigation is completed, appropriate disciplinary response and follow up services for both the targeted student and the bully are determined. The nature of the incident, disciplinary response and proposed follow up services are to be communicated to the parent/guardian of targeted student(s) and aggressor(s) as allowed by law, **no later than 5 school days** from the initiation of the investigation.
4. Law enforcement will be contacted if the nature of the bullying incident rises to the level of a criminal offense per MCS 'Critical Incident Reporting'.
5. The investigating staff member (school contact person) will complete the necessary bully incident report form and maintain a record of the incident for mandated state reporting. This report is to be sent to the Muncie Community Schools Chief of Security and Operations quarterly.
6. The reporting staff member should be notified of the results of the investigation once it is closed.
7. The Superintendent will receive periodic reports from each school via the Chief of Security and Operations of all bullying incidents reported by type, location, and consequence on a **quarterly basis**.
8. The School Board will receive reports of bullying incidents on a yearly.
9. Extreme incidents of bullying should be reported to Superintendent immediately.

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Anonymous Reporting Options

Personnel, students or parents may use any of the options below to report possible bullying.

Reporting of a bullying incident may be done anonymously on the reporting form (See Forms)

"Bullying Reporting Boxes" are centrally and privately located in every school (or multiple boxes throughout school)

A phone line is dedicated to reporting incidents in the Muncie Community Schools [Safety Tip Line 765-747-1632]

A 'Safety' web link is available on the Muncie Community Schools website to report bullying incidents. Simply report a bullying incident by filling out the form located on the Muncie Community School main web page (www.muncie.k12.in.us). On the main page approximately two inches from the top of the page is a menu bar. Move right on the menu bar to the "Safety" tab. The first topic is the Anti-Bullying Plan. Touch your cursor on that topic and the "Report a Bully" tab will open. Simply click on that tab and complete the information. Once completed, click on the "Submit" Button.

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Follow-Up Services

This section provides options for intervention strategies, for students who have been the target of bullying as well as intervention strategies for students who have exhibited bullying behaviors. It also includes strategies that schools should avoid.

Intervention Strategies Appropriate for Targets

- Ongoing support provided by school personnel including, but not limited to: administrators, school counselor, SAC, program supervisors, administrative assistants, etc.
 - Resiliency skill development
 - Self-Esteem development
- Outreach to parents to provide resources/information: Encourage a team approach to support
- Increase School Connectedness for the targeted student
 - Involvement in after-school programs: Assist in helping student to find clubs/groups/activities
- Provide resources to the parents and/or guardian's of the targeted student regarding community organizations or community resources (i.e., additional counseling, Big Brother-Big Sisters)
- Referral to a mentoring program (peer or adult mentoring)

Intervention Strategies Appropriate for Bullies (students exhibiting bullying behaviors)

- Ongoing support provided by school personnel including, but not limited to: administrators, school counselor, SAC, program supervisors, administrative assistants, etc.
 - Empathy Building/Tolerance Development
 - Focus on increasing emotional intelligence
 - Communication Skills Development
 - Knowledge of Impact of Bullying on Others
 - Social Skills Development
 - Self-Esteem Development
- Provide clear and consistent consequences to all student bullies
- Increase School Connectedness for the aggressor
 - Involvement in after-school programs: assist in helping student finding clubs/groups/activities when aggressor demonstrates readiness

Strategies to AVOID

Group Counseling: Do not provide group counseling to targets or bullies Peer Mediation should never be used in a bullying situation.

Inconsistent Responses: It is critical to provide fidelity regarding your school's policy on bullying prevention and intervention.

Zero Tolerance Policy: Please see MCS student handbook and 'Critical Incident Reporting Guidelines'

Bullying Prevention

This section provides guidance to school corporations in the development of bullying prevention programs for the prevention of bullying behavior in schools, in accordance with P.L. 285-2013. Below provides the required content with corresponding statutory requirements. Each school corporation has local control over the content of the bullying prevention programming except that the plan must contain, at a minimum, the following components, as set forth in P.L. 285-2013:

- Development and implementation of a bullying prevention program using age appropriate, research based information (IC 5-2-10.1-12(d)(1))
- No later than October 15 of each year, each school in the corporation shall provide age appropriate, research based instruction as provided under IC 5-2-10A-12(d)W focusing on bullying prevention for all students in grades I through 12. (IC 20-30-5-5.5)
- Instruction indicated above should be delivered by a school safety specialist, school counselor or any other person with training and expertise in the area of bullying prevention and intervention. (IC 20-30-5-5.5)
- Include a definition of bullying as defined in IC 20-33-8-0.2(a) and that will not be interpreted to impose any burden or sanction on, or include in the definition of the term, any of the actions outlined in IC 20-33-8-0.2(b)

Recommendations are provided for the Elementary, Middle, and High School levels. Each section provides a program outline specific to bullying prevention for the targeted level. An overview of developmental characteristics is included to assist with the development of age-appropriate instruction. The outline offers a three-tiered approach when responding to the requirements of P.L. 285-2013: a) tier one minimally meets the requirements of the law, b) tier two builds upon minimum requirements to offer additional program components that contribute to increased program effectiveness, and c) a tier three approach contains all elements of tiers one and two. Additionally, tier three provides strategies to help schools build a data-driven comprehensive bullying prevention and intervention program. This data-driven programming provides administrators with the information necessary for informed decision-making and continual program improvement that best meets the needs of their students. Resources to aid in your school's program development are also offered. Please use these resources as you find appropriate.

[US DOE — Effective Evidence-based Practices for Prevention and Addressing](#)

[Bullying <http://www.does.in.gov/student-services/hullying-prevention>](http://www.does.in.gov/student-services/hullying-prevention)

Elementary School Guidelines for Presenting Bullying Education

Minimum Requirements

*No later than October 15th of each year, each public school must provide age appropriate research based instruction focusing on bullying prevention for all students grades 1-12.

*School corporations must provide training to school employees and volunteers who have direct ongoing contact with students once per school year; best practice would be to train staff at the beginning of each school year. As employees are hired into the school system, routine training should occur with each staff member.

*School corporations must report the number of bullying incidents by category annually. *Develop and implement a district wide policy and program

*Implement district wide reporting documents, policies and procedures

*Develop a district wide bullying prevention committee or safe school committee including administrators, staff, counselors, social workers, parents and students

Recommendations to Enhance Bullying Prevention and Intervention

Below are suggestions and resources to help enhance your prevention and intervention program at your school. In order to have a truly successful program, it is recommended that you have continued education and training throughout the school year.

Better Practice

School staff development:

- > Structure professional development specific to the roles and responsibilities of each subgroup of staff (i.e., transportation, custodial, athletics, etc.)
- > Participate in continued professional development throughout the school year

Student education:

- > Ongoing student awareness sessions
- > Participate in various anti-bullying activities: i.e. Mix it Up Day, National Anti-bullying Month
- > Classroom guidance education on the topic of bullying prevention
- Student bullying surveys (beginning of year/end of year)

Best Practice

Overall Program:

Conduct survey with staff, students and parents to gather baseline information as a way to monitor program effectiveness (continue annually)

School staff development:

- > Structure professional development specific to the roles and responsibilities of each subgroup of staff (i.e., transportation, custodial, athletics, etc.)

)> Participate in continued professional development throughout the school year

Student education:

Ongoing student awareness sessions

Participate in various anti-bullying activities: i.e. Mix it Up Day, National Anti-bullying Month

- Classroom guidance education that is infused in curriculum (Core standards) on the topic of bullying prevention including the use of a pre-and post-surveys

Parent Education and Outreach:

- Parent education both on-site and available on school website '••
Parents involved in programming efforts through PTO, PVC, SPAC, etc.
- Parents work collaboratively with school personnel in intervention strategies of both targeted students and students that have exhibited bullying behaviors

Community Education and Outreach:

Invite community organizations to be involved with bullying prevention programming

Collaborate with organizations in the community that have identified bullying prevention as priorities (i.e., Prevent Child Abuse America chapters, Delaware County Prosecutor's Office)

*Denotes programming requirements stated in HEA 1423.

Middle School Guidelines for Presenting Bullying Education

Minimum Requirements

- *No later than October 15th of each year, each public school must provide age appropriate research based instruction focusing on bullying prevention for all students in grades 1-12.
- *School corporations must provide training to school employees and volunteers who have direct ongoing contact with students once per school year; best practice would be to train staff at the beginning of each school year. As employees are hired into the school system, routine training should occur with each staff member.
- *School corporations must report the number of bullying incidents by category annually to the Indiana Department of Education.
- *School corporations must develop and implement a district wide policy and program.
- *School corporations must implement district wide reporting documents, policies and procedures.
- *School corporations must develop a district wide bullying prevention committee or safe school committee including administrators, staff, counselors, social workers, parents and students.

Recommendations to Enhance Bullying Prevention and intervention

Below are suggestions and resources to help enhance your prevention and intervention program at your school. In order to have a truly successful program, it is recommended that you have continued education and training throughout the school year.

Better Practice

School staff development:

- Structure professional development specific to the roles and responsibilities of each staff subgroup (i.e., transportation, custodial, athletics, etc.)
-)> Participate in continued professional development throughout the school year

Student education:

- Ongoing student awareness sessions
- Participate in various anti-bullying activities: i.e. Mix it Up Day, National Anti-bullying Month
- Classroom guidance education on the topic of bullying prevention
- Student bullying surveys (beginning of year/end of year)

Best Practice

Overall Program:

Conduct survey to staff, students, and parents to gather baseline information as a way to monitor program effectiveness (continue annually)

School staff development:

- Structure professional development specific to the roles and responsibilities of each staff subgroup (i.e., transportation, custodial, athletics, etc.).
- Participate in continued professional development throughout the school year.

Student education:

- Ongoing student awareness sessions.
- Involve student leaders to act as peer leaders and educators on bullying prevention (important element to change school culture).
- Participate in various anti-bullying activities: i.e. Mix it Up Day, National Anti-bullying Month.
- Classroom guidance education that is infused in curriculum (Core standards) on the topic of bullying prevention, including the use of a pre-and post-surveys.
- Public Service Announcements.

Parent Education and Outreach:

- Parent education both on-site and available on school website.
- Parents involved in programming efforts through PTO, PVC, SPAC, etc.
- Parents work collaboratively with school personnel in intervention strategies of both targeted students and students that have exhibited bullying behaviors.

Community Education and Outreach:

- Invite community organizations to be involved with bullying prevention programming.
- Collaborate with organizations in the community that have identified bullying prevention as priorities (i.e., Prevent Child Abuse America chapters, Delaware County Prosecutor's Office).

*Denotes programming requirements stated in P.L. 285-2013.

High School Guidelines for Presenting Bullying Prevention Education

Minimum Requirements

- *No later than October 15th of each year, each public school must provide age appropriate research based instruction focusing on bullying prevention for all students in grades 1-12,
- *School corporations must provide training to school employees and volunteers who have direct ongoing contact with students once per school year; best practice would be to train staff at the beginning of each school year. As employees are hired into the school system, routine training should occur with each staff member.

- *School corporations must report the number of bullying incidents by category annually to the Indiana Department of Education.
- *School corporations must develop and implement a district wide policy and program.
- *School corporations must implement district wide reporting documents, policies and procedures.
- *School corporations must develop a district wide bullying prevention committee or safe school committee including administrators, staff, counselors, social workers, parents and students.

Recommendations to Enhance Bullying Prevention and Intervention

Below are suggestions and resources to help enhance your prevention and intervention program at your school. In order to have a truly successful program, it is recommended that you have continued education and training throughout the school year.

Better Practice

School staff development:

- > Structure professional development specific to the roles and responsibilities of each staff subgroup (i.e., transportation, custodial, athletics, etc.)
- > Participate in continued professional development throughout the school year

Student education:

- > Ongoing student awareness sessions
- > Participate in various anti-bullying activities: i.e. Mix it Up Day, National Anti-bullying Month
Classroom guidance education on the topic of bullying
- > Student bullying surveys (beginning of year/end of year)

Best Practice

Overall Program:

Conduct survey to staff, students, and parents to gather baseline information as a way to monitor program effectiveness (continue annually)

School staff development:

- Structure professional development specific to the roles and responsibilities of each staff subgroup (i.e., transportation, custodial, athletics, etc.)
- > Participate in continued professional development throughout the school year

Student education:

- Ongoing student awareness sessions
- > Involve student leaders to act as peer leaders and educators on bullying prevention (important element to change school culture)
- > Participate in various anti-bullying activities: i.e. Mix it Up Day, National Anti-bullying Month
- > Classroom guidance education that is infused in curriculum (Core standards) on the topic of bullying prevention including the use of a pre-and post-surveys
- > Public Service Announcements

Parent Education and Outreach:

- > Parent education both on-site and available on school website
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Community Education and Outreach:

- > Invite community organizations to be involved with bullying prevention programming
- > Collaborate with organizations in the community that have identified bullying prevention as priorities (i.e., Prevent Child Abuse America chapters, Delaware County Prosecutor's Office)

*Denotes programming requirements stated in P.L. 285-2013

TRAINING

MUNCIE COMMUNITY SCHOOLS TRAINING TRAINING

Per Indiana Code, the Muncie Community Schools completed personnel, student and volunteer training prior to October 15, 2013.

A general session of all school personnel was held on August 19, 2013 with presentations by Dr. Dave Emmert, ISBA and Judi Calhoun, Deputy Prosecutor of Delaware County, Muncie, Indiana.

Subsequent sessions in each school building have been held, led by principals and teachers addressing the law and responsibilities of each individual in the identification and reporting of bullying.

Individual schools have instructed students in class lessons, class meetings, counseling meetings and small and large convocations regarding the bullying law including ramifications of involvement with any bullying against a student to student, student to adult or adult to adult.

All mandated sessions were completed by October 15, 2013.

All new teachers at new teacher orientation have training each year.

All administrators at the pre-school Administrators Retreat have training each year.

Muncie Community Schools Staff Bullying Prevention Training

Introduction to Staff Training

School Employee Training

One of the key components of P.L. 285-2013 is for school administrators to train all employees and volunteers who have ongoing contact with students regarding the school corporation's **bully** prevention and intervention policy, The legislation states:

Sec. 34.2. A school corporation shall provide training to the school corporation's employees and volunteers who have direct, ongoing contact with students concerning the school's bullying prevention and reporting policy adopted under 1C 20-33-8-13.5.

It is important for school employees and volunteers to understand accurate definitions of bullying and school procedures, timetables and expectations for the in-school reporting of observed bullying incidents. Increased employee and volunteer awareness will allow for compliance with the section of P.L. 285-2013 that call for school policy to include

Sec. 13.5(iv) timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary

Sec. 13.5(v) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident

Training Tools

- [HEA 1423 Webinar](#)
- [School Employee Training on Prevention](#)
- [School Employee Training on School Policy](#)
- [Paraeducators and Bullying](#)
- [Food Services](#)
- [Clerical Services](#)
- [Custodial and Maintenance Services](#)
- [Bus Drivers](#)
- [Volunteers](#)

Training Opportunities

Upcoming Trainings & Conferences:

- [School Safety Academies](#)
- [International Bullying. Prevention Conference](#)
- [Indiana School Counselor Association](#)

Past Trainings

- [Bullying & Cyberbullying Webinars](#)

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Indiana Department of Education

Bullying Prevention & Intervention Training & Resources Provided by the IDOE

School Safety Specialist Advanced Training:

The following sessions have been presented at the Advanced Academy for certified School Safety Specialists. The majority of the presentations listed below have been offered multiple times. Over 1,000 participants have attended the Advanced Academy since the "bullying law" was enacted, and have had the opportunity to attend these sessions when offered.

- 1) Bullying and Emotional Intelligence; Presented by Gary Plaford, Author
- 2) Bullying on the Bus; Presented by Pamela Larkey and Corraine Stichnoth, School Counselor
- 3) Columbine-Clarifying the Myths and What They Mean to School Safety; Presented by Dave Cullen, Author
- 4) Cyberbullying: Responding to the Challenge of Online Social Aggression, Threats, and Distress; Presented by Nancy Willard, Director, Center for Safe and Responsible Internet Use
- 5) How Do I Know if My School Has a Bullying Problem?; Presented by Clarissa Snapp, Consultant
- 6) How to Respond Effectively to Cyberbullying Incidents; Presented by Nancy Willard, Center for Safe and Responsible Internet Use
- 7) Internet Social Networking: What Schools Need to Know; Presented by Chuck Cohen, Indiana State Police and Steve DeBrotta, United States Attorney's Office
- 8) NetSmartz: The Latest Trends in Internet Safety— Social Networking, Cyberbullying, Webcams; Presented by Katie Donovan, National Center for Missing and Exploited Children
- 9) Safe School Ambassadors: Empowering Youth to Stand Up to Bullying and Mistreatment and Challenging School Personnel to Partner With Youth to Improve School Safety; Presented by Rick Phillips, Consultant
- 10) School Policies and the Law Related to Cellular Phones and the Internet; Presented by Dave Emmert, General Counsel, Indiana School Boards Association
- 11) Sexting, Texting, Cyberbullying and Other Problem Communications in the Classroom: Students and Teachers; Presented by Thomas E. Wheeler, II, Frost Brown Todd LLC
- 12) Understanding and Addressing Relational Aggression in Girls; Presented by Gina Woodward, School Counselor
- 13) What Works and Doesn't Work in Bullying Prevention and Intervention; Presented by Marlene Snyder, Ph. D., Clemson University

- 14) When Bullies Grow Up: Working with the Adult Bully; Presented by Marlene Snyder Ph. D., Clemson University
- 15) Working With the Provocative Bullying Victim; Presented by Marlene Snyder Ph. D., Clemson University

School Safety Specialist Basic Training:

Two sessions are required to be completed by every new School Safety Specialist. These training videos have been viewed by over 500 participants in the last three years.

- 1) Bullying Overview; presents the basics of bullying for school administrators. Characteristics of bullies, victims, common risk factors, and effective school interventions are discussed along with a review of Indiana law. Presented by Gina Woodward, school counselor and certified Olweus bullying prevention trainer,
- 2) Bullying on the Bus; Provides overview of best practices to reduce bullying, and applies them to the school bus setting. Ideas are presented that have been implemented in one Indiana school corporation with much success. Presented by Pamela Larkey and Corraine Stichnoth, counselors for the Brownsburg Community School Corporation.

Informational Resources

The following books have been provided to School Safety Specialists at Academy sessions since the "bullying law" has been enacted:

- 1) Bullied Teacher, Bullied Student by Les Parsons
- 2) Bullying and Harassment: a Legal Guide for Educators by Kathleen Conn
- 3) Bullying at School by Dan Olweus
- 4) Cyberbullying by Robin M. Kowalski, Ph.D., Susan P. Limber, Ph.D., and Patricia W. Agatston, Ph.D.
- 5) Schools Where Everyone Belongs, Practical Strategies for Reducing Bullying by Stan Davis
- 6) The Bully Free Classroom (book and companion CD-ROM) by Allan L. Beane, Ph.D.
- 7) Weakfish: Bullying Through the Eyes of a Child by Michael Dorn

Other Resources Provided to School Safety Specialists

These resources are available either on line, or via a resource disk given to every attendee at both the Advanced and Basic Academies.

- 1) Bullying In Schools, published by United States Department of Justice
- 2) Bullying in Schools: Harassment Puts Gay Youth at Risk, published by National Mental Health Association
- 3) Bullying in Schools, What is it and What Can be Done About It?, published by Indiana Education Policy Center
- 4) Bullying Prevention is Crime Prevention, published by Fight Crime, Invest in Kids organization
- 5) Cyberbullying with Pre-Teens, published by Fight Crime, Invest in Kids organization
- 6) Developing an Anti-Bullying Program, published by the international Association of Chiefs of Police
- 7) Facts for Teens: Bullying, published by National Youth Violence Prevention Resource Center
- 8) Parent Guide to Resolve Bullying, published by Parent Resource Group
- 9) Parents Can Make a Difference, published by Kentucky Center for School Safety
- 10) Policy Update: Bullying in Schools, published by National Association of State Boards of Education
- 11) What Do Bystanders Do When Children are Bullied, published by Chapin Hall Center for Children
- 12) "Stop Bullying Now" video workshop provided by U.S. Department of Health and Human Services

Indiana Olweus Trainers (there are 21 trainers statewide)

The Olweus Program (pronounced OI-VEY-us; the E sounds like a long A) is a comprehensive, school-wide program designed and evaluated for use in elementary, middle, or junior high schools. The program's goals are to reduce and prevent bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The Olweus Program has been implemented in more than a dozen countries around the world, and in thousands of schools in the United States.

Bullying Moodie Lessons

School-wide Bullying Prevention at the Elementary Level:

Bullying is integrated into the Academic Standards

Student Guidance Standards (Citizenship Development standards)

K-2, 3-5 respecting others

6-8 reporting bullying; supporting those who are bullied; assertiveness in preventing bullying; respect for others; conflict management

9-12 conflict management

Physical Education Standards

Responsible Personal and Social Behavior

Health and Wellness Standards

Influence of family, peer, culture, media, technology, and other factors on healthy behaviors

Family and Consumer Sciences Standards

Interpersonal relationships

Internet Safety IC 20-30-5.5-1

Each school corporation shall include in the school corporation's curriculum for grades 3 and above instruction concerning safe usage of the Internet by children (includes cyberbullying): passed into law in 2008

Development of internet safety guidance lessons for grades 3-12

Additional Resources: http://www.doe.in.gov/issaa/safety_resources.html

Bullying Resources

- [Indiana's Bullying Laws](#)
- [Stop Bullying Now](#)
- [Indiana's Internet Safety Law](#)
- [SAMHSA's Bullying Information](#)
- [Operation Respect: Don't Laugh At Me](#)
- [Quick Training Aids: Bullying Prevention](#)
- [Addressing the Problem of Juvenile Bullying](#)
- [Bullying.org](#)
- [UCLA School Mental Health Project](#)
- [Bully B'Ware Productions](#)
 - [Safe Child Program](#)
 - [Blueprints for Violence Prevention](#)
 - [Bullying in Schools and What to do About It](#)
 - [Stop Bullying Now](#)
 - [Maine Protect Against Bullying](#)
 - [NO BULLY-Guidelines for Teachers](#)

International Bullying Prevention Conference <http://www.stopbullyingworld.org>

Certified School Safety Specialists were provided free registration for the 2008 International Bullying Prevention Conference. This conference was co-sponsored by the Indiana Department of Education and provided training for over 500 participants.

MUNCIE COMMUNITY SCHOOLS
2500 N. Elgin Street Muncie, IN 47303

Bullying as defined by IC 20-33-8-0.2 means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment.

School _____

ALLEGATION OF BULLYING

Today's Date: _____

Person Reporting Incident/s (may report anonymously): _____
Reporting person is a: (place an X in the appropriate box)
 Student Parent/Caregiver Teacher/Staff Volunteer Citizen
Contact Information (i.e., by phone, email, etc.) _____ Other _____

INCIDENT INFORMATION

Date/s Incident Occurred: _____ Time: _____

Name of victim of the bullying incident (student being bullied): _____

Name/s of alleged aggressor/s: _____

Type of bullying (check all that apply):

- Verbal Physical Social/Relational Written or Electronic

Brief explanation of incident:

Where did the bullying happen? Example: hallway, playground? _____

Did a physical injury result from this incident?

- No Yes, but it did not require medical attention Yes, it did require medical attention

Medical Attention Required: _____

Are you aware if the victim missed any school as a result of this incident? Yes No

If yes, how many days was the student absent as a result of this incident? _____

Any other information that may be helpful in our investigation:

Note: The school district is not authorized to disclose to a target, private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of all students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

OFFICE ONLY Person receiving report from individual: _____

MUNCIE COMMUNITY SCHOOLS
ALLEGED STUDENT BULLYING REPORT
SCHOOL: _____

THIS REPORT WILL REMAIN CONFIDENTIAL

This form may be completed by a student or by school personnel on behalf of a student.

Student reporting bullying: _____ I'd like this report to be anonymous

School personnel completing report: _____

Today's date _____ Time of Reporting _____

When did the bullying happen? Date: _____ Time: _____

Who do you think was bullied? _____ What Grade? _____

Who do you think was bullying? _____ What Grade? _____

Type of bullying (check all that apply)

- Name calling Excluded (left out) Took or damaged something
 Threatened Hit, kicked, punched Told lies/spread rumors
 Cyber-bullying (Please specify including: online/email/text, etc) _____
 Racial/offensive comments
 Other (please describe): _____

Where did the bullying happen? (check all that apply)

- Hallway Cafeteria On the bus Bus stop Classroom
 Playground Bathroom Going to/from school
 Before school activity After school activity
 Other (please list any other locations where bullying occurred): _____

Is this the first time this person has bullied you? Yes No

If no, did you file an '*Alleged Student Bullying Report*' about this same person? Yes No

Who has been told about this particular incident? (Check all that apply)

- Teacher Principal Friend Parent/Guardian Asst. Principal
 Students Counselor Security No One Yet

Any other information you would like to share? _____

Were there any witnesses? If so, who?

Please give this form to the building principal or to the point person or place in the Bully Box.
Thank you for making this report and doing your part to keep our school safe.

MUNCIE COMMUNITY SCHOOLS INVESTIGATION REPORT

Investigated by: _____

Position: _____ Date: _____

Final Report of Investigation of bullying complaint by _____ against
_____, alleged offender.

In my/our investigation of the complaint, it is found (check appropriate response):

Found grounds to substantiate the report as a bullying incident

Incident was: Verbal Physical Social/Relational Written or Electronic

Did not find grounds to substantiate the allegations

Did not find enough information to make a judgment on the allegations

Summary of Investigation, findings, and disciplinary action:

Plan/Follow Up for Victim: _____

Plan/Follow Up for Aggressor: _____

Parent/Guardian of Victim Contacted: Name _____ Yes No Date: _____

Parent/Guardian of Aggressor Contacted: Name _____ Yes No Date: _____

Signature of Investigator/Title: _____ Date: _____

Signature of Administrator _____ Date: _____

(if not the investigator)

- [**Cyber Bullying Resources**](#)
- [**Be A Star Alliance**](#)
- [**Be Net Savvy**](#) Internet Safety for Parents
- [**Federal Government site to address bullying**](#)
- [**National Education Association**](#)
- Guidance from U.S. Department of Education's [**Office of Civil Rights**](#)
- [**Mental Health America**](#)
- Prevention and Intervention Resources for School Counselors
- [**It Gets Better project**](#)
- [**The National School Boards Association**](#)
- [**Olweus**](#) Bullying Prevention Program

➤ **Cyber Bullying Resources**

- [**Internet Safety Resources I-KeoSafe.org**](#)
 - [**NetSmartKidz: Videos KidSmart**](#)
 - [**I-KeoSafe.org**](#)
 - [**KidSmart**](#)
-