

# Four Key Steps for Schools

## 1. Clearly define bullying behavior, including harassment, and cyber-bullying.

### Sample Definitions:

- Bullying is negative, often repeated, behavior with the intent to hurt someone physically or emotionally and involves an imbalance of power (physical size, social status) between the aggressor(s) and the target(s)
- Cyber-bullying is the use of cell phones, texting, social networking sites, email, or other electronic media to harass, threaten or intimidate someone. (Definitions adapted from [www/bullyingprevention.org](http://www/bullyingprevention.org).)

## 2. Establish clear policies and procedures for how your school will address bullying behavior.

- School districts are required by the Board of Public Education under the Accreditation Standards (ARM 10.55.719, Student Protection Procedures) to have a policy and procedures to address bullying and harassment, including cyber-bullying.
- Provide training for teachers, staff (bus drivers, lunch room attendants, playground supervisors), students, parents and community members that includes what bullying is, how to prevent it and how to appropriately intervene.

## 3. Make bullying prevention and intervention part of the school environment by promoting a safe school and classroom culture where educators model positive behavior.

- Conduct regular assessments of school culture and track reported incidents of bullying. Useful survey tools that can provide

your school with an assessment of school climate include the My Voice survey and the Youth Risk Behavior Survey.

- Require all faculty and staff to model the same positive behaviors expected of students with one another and with students.
- Increase adult supervision in areas identified as “hot spots” such as in hallways between class periods, playgrounds, the lunch room and bus stops.
- Commit to bullying prevention for the long term. Successful prevention efforts are an on-going part of the school curriculum and culture.
- Train school personnel and students in appropriate ways to respond when they observe bullying.

## 4. Establish clear guidelines for reporting, investigating, and responding to bullying incidents.

- Identify a person who is the point of contact at the school for parents, students, teachers and staff who need to take additional steps in reporting and/or intervention.
- Require a firm claim for investigating and response.
- Allow reports made by students, parents, guardians, or other individuals who are not school or district staff members, to be made anonymously and confidentially.
- Make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a voicemail box and a suggestion box.
- Depending on the severity of the incident, the school may also need to contact law enforcement authorities.