

Greenfield-Central Community School Corporation

Procedural Guidelines

Anti-Bullying

1. Bullying

- a. As defined by IC 20-33-8-0.2, 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:
 - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
 - iv. 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. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
 - i. Participating in a religious event.
 - ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - iii. 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.
 - iv. 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.
 - v. Participating in an activity undertaken at the prior written direction of the student's parent.
 - vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Terminology

- **Bully:** Student that has been identified as exhibiting behavior that was determined to be bullying
- **Target:** Student that has been bullied
- **Witness:** Student(s) that have observed another student being bullied

Identification of Bullying in the School Setting

- Bullying behavior must be identified using *all* of the components of the definition in HEA 1423:
 - Repeated behavior
 - Intention to cause harm
 - Creation of “objectively hostile learning environment” (Imbalance of Power)
- There are many types of aggressive behaviors that do not fit the definition of bullying. This does not mean that they are any less serious or do not require intervention. Some examples include:
 - Peer conflict
 - Horseplay
 - Fighting
 - Teen Dating Violence
 - Gang Violence
 - Harassment
 - Stalking
- Bullying is considered to be a form of abuse – mutual conflict where both parties participate equally is not considered bullying

Types of Bullying

- **Physical:** Physical bullying involves hurting a person's body or possessions, and may include hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, making mean or rude hand gestures.
- **Verbal:** Verbal bullying involves saying mean things, and may include unwanted teasing, name calling, inappropriate sexual comments, taunting, threatening to cause harm.
- **Social/Relational:** Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. It includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public.
- **Electronic or Written Communication:** Electronic or Written Communication Bullying (including all forms of Cyber-bullying) is bullying that takes place through the use of written messages or using various forms of electronic technology. Examples include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

How to contribute to creating a safe school environment

- Create a positive environment by treating students the way you'd like them to treat each other.
- Use positive non-verbal interactions – a smile or nod or thumbs up
- Notice something positive about the students and do or say something about it to them or someone else where they can hear it.
- Create a safe and supportive environment in your classroom
- Develop rules with your students so they set their own climate of respect and responsibility
- Use positive terms like what to do rather than what not to do

- Manage student behavior. Overall, well-managed classrooms are less likely to have bullying.
- Model respect for each child
- Establish a culture of inclusion and respect that welcomes all students.
- Maintain adequate supervision in hallways and common areas at all time
- Role model a positive and respectful attitude when interacting with students and one another
- Encourage students to report alleged incidents of bullying to you and other adults.

In the event of bullying type behaviors:

- Intervene immediately. Be assertive and calm. It's okay to get another adult to help if necessary.
- Model respectful behavior when you intervene.
- Given the nature of bullying type behaviors, students will require extra support and assistance.
- Separate the students involved, including the person(s) engaging in bullying type behaviors, the target(s), and any witnesses.
- Stay Calm. Reassure all of the students involved, including witnesses.
- Do not question any student in front of other students
- After intervening, take all students to the principal or designee to report situation.
- **All employees are required to report in writing the alleged incident to the principal or designee within the same day that an incident was witnessed or information was received. Failure to report alleged bullying can lead to disciplinary action up to dismissal.**

- Students, parents, and visitors of a school shall submit a written report of alleged incidents of bullying to the principal or designee on the same day that an alleged incident was experienced, witnessed, or reliable information about an alleged incident was received.
- Do not try to resolve the incident on the spot.
- When verbal reports are made by a student, listen with empathy and compassion.
- The principal or designee shall initiate an investigation within one school day of the report of the alleged incident.
- The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than three school days from the date of the report of the alleged incident of harassment, intimidation, or bullying.
- During the investigation process, students will be questioned individually
- If students attend school in different buildings within the corporation, both buildings shall be involved in the investigation process.
- Medical assistance will be provided for students who are physically injured.
- Law enforcement will be contacted immediately if the nature of the bullying incident rises to the level of a criminal offense
- The investigating staff member will complete the necessary bully incident report form and maintain a record of the incident for mandated state reporting.