



A Community of Learners

Informational Memo: Implementing District 36 Bullying Prevention Plan – The Reporting and Identification Process

TO: School Board
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FROM: Beth Martin, *Department of Student Services*
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Overview

On September 9, 2015, the Policy Subcommittee met to review and discuss recommended updates to policies. At that time it was identified that a component of Policy 7:180, Prevention of and Response to Bullying, Intimidation and Harassment, included establishing a representative task force (students, staff and parents) to develop a Bullying Prevention and Response Plan to support this policy.

On October 8, 2015, *Director of Student Services, Ms. Beth Martin*, met with 8th grade student government members to review a draft Plan. Feedback received was shared with the Task Force Committee at its meeting on October 26, 2015. Following this meeting a Pilot Plan including communication templates, framework to identify bullying behavior, and forms/methods to report and respond to a potential bullying incident was developed. In conjunction with the administrative team and task force committee members, a District-wide implementation of this Pilot Plan was initiated.

The goals of the Pilot Plan include:

- Providing students with common language to identify bullying behavior.

- Establishing multiple methods for students to relate an incident (confidentially) to an adult at school that is impacting their ability to learn or feel safe.
- Developing a consistent response plan across all schools.
- Creating staff and parent communication vehicles to ensure that all members of the school community are informed and using consistent terminology and messaging.

Action steps to support these goals:

- Developed and shared definitions for students in grades 1-4 and in grades 5-8 that explain the differences between “mean”, “rude”, or “bullying” behavior.
- Created a Bullying Communication Form that includes these definitions and is available in classrooms and on the District/School(s) website.
- Established and communicated to students, where paper forms can be submitted.
- Explained to students that both paper and electronic forms will be directed to the building administrator(s) for follow up.
- Formalized a consistent response plan for building administrators utilizing a Pre-Investigation Form (to determine whether a full investigation is warranted) and supplemental forms to support a formal investigation, notification, and remediation process.
- Created staff and parent communication vehicles to ensure that all members of the school community are informed of these processes.

Intended Outcomes:

- The School Community will share common definitions for rude, mean, and bullying behavior.
- The School Community will be made aware of the opportunities to, confidentially report any situation that is creating a climate of fear.
- The School Community will understand how the District will respond to a reported incident.
- Students will understand that they have a method to report bullying behavior and can expect a response.
- Students will report an increased awareness that bullying behavior is not allowed.
- Students will report an increased awareness that they feel safe at school among their peers.

Next Steps

The Task Force Committee will reconvene in May to review the Pilot and refine the Prevention and Response Plan for the 2016-2017 school year.