

A red octagonal sign with a white border. The sign contains the text "STOPPING BULLYING HERE" in a smaller font at the top and "STOPS" in large, bold, white capital letters in the center. The sign is set against a white background within a black-bordered box.

Harassment, Intimidation & Bullying (HIB) Procedures

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Definitions:

Harassment – aggressive pressure or intimidation

Intimidation- to make someone fearful or timid

Bullying- repeated and systematic harassment and attacks on others

3 Forms of Bullying

- Physical – most common; includes hitting, kicking, spitting, pushing, and taking personal belongings
- Verbal – includes taunting, malicious teasing, name-calling, and making threats
- Psychological – involves spreading rumors, manipulating social relationships, and engaging in social exclusion, extortion, or intimidation

Determining a Bullying Incident:

- HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that
 - Were or may have been perceived as being motivated by any actual or perceived characteristic (i.e. race, religion, sexual orientation, disability); substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

AND

Physically or emotionally harming a student or damaging the students property, or placing a student in reasonable fear of physical or emotional harm.

OR

Has the effect of insulting or demeaning any student or group of students/creates a hostile environment for the student by interfering with a students' education or by severely or pervasively causing physical or emotional harm to the student.

MMS School Procedures

(all days below are on school days, not calendar days)

- Day 1: HIB occurs and/or employee learns about it. Verbal report made to Vice-Principal, parent contacted by Vice-Principal.
- Day 2: Investigation initiated by Anti-Bullying Specialist.
- By Day 3: Report is written within 2 days of received information.
- Day 11: Investigation completed.
- By Day 13: Results given to Superintendent.

Information to Document:

- When made aware of possible HIB incident, a form needs to be completed by the teacher or vice-principal and is located in the main office. The following information would need to be provided:
 - Date of incident
 - Student(s) involved
 - Actual or perceived characteristics (race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental or physical or sensory disability, other actual or perceived characteristics to be listed)
 - How you learned about the incident
 - Description of HIB incident
 - Harm caused or may have been caused from incident

What Schools Can Do:

- Create a safe and supportive school climate.
- Making parents aware and involved
- Supervision during lunch, locker rooms, and transitions between classes
- Praise pro-social behaviors
- Clearly stated class rules in classrooms
- Listen respectfully to bullying concerns and intervene immediately

Resources:

- <http://www.bullybeware.com/tips.html>
- <http://www.antibullying.net>
- <http://www.gold.ac.uk/euconf/>
- <http://successunlimited.co.uk/bullycide/school.htm>