

Bullying and Harassment

Intervention Plan





1st STEP CREATE A PLAN



DATE

Division of Student Services

BULLYING and HARASSMENT PREVENTION PLAN

The goal of the Bullying and Harassment Prevention Plan is to support schools in dealing effectively with incidents of bullying and harassment. The goal is for all children to feel safe and secure in schools and take full advantage of their learning opportunities.

SCHOOL EVENT	ACTION STEPS/ ACTIVITIES	PERSON(S) RESPONSIBLE	DATE(S)	TARGET AUDIENCE & NUMBER	MEASURABLE OUTCOMES
Bullying and Harassment Prevention	Anti-Bullying Committee				
Fighting/School Disturbances/ Weapons					





CREATE PLAN CONTD.



DATE

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SCHOOL EVENT	ACTION STEPS/ ACTIVITIES	PERSON(S) RESPONSIBLE	DATE(S)	TARGET AUDIENCE & NUMBER	MEASURABLE OUTCOMES
Drugs and Alcohol					



EXAMPLE PREVENTION PLAN



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SCHOOL EVENT	ACTION STEPS/ ACTIVITIES	PERSON(S) RESPONSIBLE	DATE(S)	TARGET AUDIENCE & NUMBER	MEASURABLE OUTCOMES
Bullying/Violence Prevention	Provide training for all faculty/staff to effectively address bullying behaviors	Administration	1 st nine weeks	Faculty/Staff (125)	80% of the faculty/staff will be trained in bullying/violence prevention
	Use code #36 of the Code of Student Conduct to identify and provide appropriate consequences for bullying behavior	Administration	Ongoing	Students with bullying discipline infractions	2% increase in documented incidents of Code #22 (bullying)
	Anti-Bullying Campaign	Administration/ Student Services	1 st nine weeks	Student Body (1200)	100% of the school will be provided with bullying/violence awareness
	Anti-Bullying Committee	Administration/ Student Services	1 st nine weeks	Representation from each department	Committee will minimally meet each grading period to support school action plan
Fighting/School Disturbances/ Weapons	Increase student supervision in target areas during breakfast, lunch, dismissal, and change of class.	Administration/ Security/Staff	Ongoing	Student Body (1200)	A 4% reduction in incidents of fighting
	Provide grade level assemblies in the beginning of the school year to discuss the Code of Conduct and to introduce the Administration/ School Resource Officer/Student Services Staff/Nurse/Security/cafeateria staff	Administration	1 st nine weeks	Student Body (1200)	90% of the student body will have attended each grade level assembly
	Conflict Resolution/Peer Mediation	Student Services Team Member/ Teacher	Ongoing	Student Body (1200)	Minimally 1% of the student population will be trained and utilized as peer mediators

EXAMPLE PREVENTION PLAN CONT'D.



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SCHOOL EVENT	ACTION STEPS/ ACTIVITIES	PERSON(S) RESPONSIBLE	DATE(S)	TARGET AUDIENCE & NUMBER	MEASURABLE OUTCOMES
Drugs and Alcohol	Red Ribbon Week - Prevention/Intervention activities	Administrators/ Counselors/Teachers	October	Student Body (1200)	80% of the student population will participate in Red Ribbon activities
	TRUST Curriculum	TRUST Counselor	Ongoing	Student Body (1200)	80% of the identified grade level students will have completed the TRUST curriculum
	Drug/Substance Abuse Awareness Group	TRUST Counselor	Weekly	(10) at-risk students each grading period will be referred to participate in weekly group meetings	80% of the identified students will participate weekly in group sessions
	Parenting Group	Student Services	Monthly	All parents interested in substance abuse education	20 parents will participate in group activities monthly

(ANONYMOUS REPORTING 2ND STEP)



Miami-Dade County Public Schools Bullying and Harassment Anonymous Reporting Form

If you have information regarding bullying/harassment and would like to report this information anonymously, please fill out the following form to the best of your knowledge and submit.

School/ Regional Center _____ Today's date ____/____/____

Principal: _____

Target / Victim's Name (First and Last)	Sex M or F	Grade	Age
Alleged Bully's Name (First and Last)			
Witness #1 Name (First and Last)			
Witness #2 Name (First and Last)			

Date of Incident: ____/____/____ Time of Incident(s): _____ Frequency of Incidents: _____

1. Where did the incident happen (choose all that apply)?

- On school property
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school
- On an electronically transmitted device (i.e., Internet, email, cellular telephone, or wireless)

2. Which statement(s) best describes what happened (choose all that apply)?

- Teasing
- Social Exclusion
- Threats
- Intimidation
- Sexual, religious or racial harassment
- Public humiliation
- Physical violence
- Theft
- Stalking
- Destruction of property
- Spreading false rumors
- Cyberstalking/Cyberbullying

3. Describe what happened.

4. If witnesses are involved, describe their role in this incident.



3RD STEP INVESTIGATE



Prompt Investigative Procedures

- Meet with all students expeditiously, individually and confidentially
- Obtain a response to report both orally and in writing
- Documentation on SCM form and in ISIS
- Parent notification on the day of the investigation
- Violations of this policy are subject to disciplinary action described in the Code of Student Conduct

4TH STEP

INVESTIGATE THE SITUATION



**Bullying and Harassment Incident
School Investigation Form**
Miami-Dade County Public Schools

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

School Principal/Designee _____ Today's date ____/____/____

School _____

Person Reporting Incident: Name _____

Telephone _____ E-mail _____

Student Parent/guardian Friend Staff Other

1. Name of student (target) _____ ID # _____ Age _____

On what date(s) did the incident happen? ____/____/____ ____/____/____
Month Day Year Month Day Year

Relationship between parties involved _____

2. Name(s) of alleged offender(s) (if known). (Please print)	Age	School (if different)	Is He/She a	Comments
			<input type="checkbox"/> Student? <input type="checkbox"/> Adult?	
			<input type="checkbox"/> Student? <input type="checkbox"/> Adult?	
			<input type="checkbox"/> Student? <input type="checkbox"/> Adult?	

INVESTIGATION

3. Where did the incident happen (choose all that apply)? Date of incident ____/____/____

- On school property At a school-sponsored activity or event off school property
- On a school bus On the way to/from school
- On an electronically transmitted device (i.e., Internet, email, cellular telephone, or wireless hand-held devices)

4. Which statement(s) best describes what happened (choose all that apply)?

- Teasing Social Exclusion Threats Intimidation
- Sexual, religious or racial harassment Public humiliation Physical violence Theft
- Stalking Destruction of property Spreading false rumors Cyberstalking /Cyberbullying

5. What actions were taken to investigate this incident? (choose all that apply)

- Interviewed student target Interviewed alleged offender(s)
- Interviewed witnesses Witness statements collected in writing
- Interviewed school nurse Reviewed any medical information available
- Interviewed teachers and/or school staff Interviewed student target's parent/guardian



5TH STEP

STATEMENTS FROM WITNESSES



Miami-Dade County Public Schools Bullying and Harassment Witness Statement Form

This report can be completed when there is a witness to an incident of alleged bullying. One form must be completed for each witness. All witness statements that relate to one incident should be attached to the Bullying and Harassment Report Form.

	Witness Title (ex. Parent, Student, or Teacher)	Interview Date
Witness Name (First and Last)		
Victim Name (First and Last)		
Accused Name (First and Last)		
School Site (Where incident Occurred)	School Telephone	
Principal	Incident Date	

Frequency of Incidents: _____

1. Where did the incident happen (choose all that apply)?

- On school property At a school-sponsored activity or event off school property
- On a school bus On the way to/from school
- On an electronically transmitted device (i.e., Internet, email, cellular telephone, or wireless)

2. Which statement(s) best describes what happened (choose all that apply)?

- Teasing Social Exclusion Threats Intimidation
- Sexual, religious or racial harassment Public humiliation Physical violence Theft
- Stalking Destruction of property Spreading false rumors Cyberstalking /Cyberbullying

3. Description of incident witnessed






6TH STEP

INTERVENTION/COUNSELING AND DOCUMENTATION



Intervention and Counseling

- Both victims and bullies will be referred to the members of the school's Student Services Team for counseling
 - Parent / legal guardian must be notified
 - Referrals to at least two different community based counseling agencies will be provided when additional counseling is warranted
 - Mediation is **not** an appropriate intervention for most bullying situations
- 



REMEMBER TO DOCUMENT

