**MORTON ELEMENTARY SCHOOL**

**BULLYING-PREVENTION PROTOCOL**

**Our school’s social vision**

TEAM MORTON…Where Everybody is Somebody!!

**Why we implemented a schoolwide system to stop bullying**

Bullying and harassment stand in the way of our social vision. Therefore our school has adopted the No Bully System for preventing and responding to harassment and bullying on district property; at district or school-sanctioned activities and events; through social media or any other electronic communication; when students are being transported in any vehicle dispatched by the district or one of its schools; or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. This schoolwide system applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers pursuant to Colorado’s Board of Education anti-bullying policy.

**What is bullying?**

Bullying occurs when a student, or group of students, repeatedly tries to hurt, humiliate, or get power over another student in any of the following ways.

* Physical bullying is when a student uses physical force to hurt another student, e.g., by hitting, pushing, shoving, kicking, taking a student’s belongings, or stealing their money.
* Verbal bullying is when a student uses words, images, or gestures to intimidate or humiliate another student, e.g., by taunting, name-calling, teasing, put-downs, insults, threats, and blackmail.
* Relational bullying is when a student excludes or isolates another student, e.g., through leaving them out, manipulating others against them, or spreading false rumors or gossip.
* Cyberbullying is when a student uses their cellphone, text messages, e-mails, instant messaging, the Internet, or social media to threaten, shame, or isolate another student. It includes breaking into a student’s online account and assuming that student’s identity in order to damage their reputation.

Bullying is different from **conflict**. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not bullying, our school is committed to helping students talk it through.

Bullying may, at times, amount to **harassment**. It is harassment to target a student online or face to face because of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

It is **sexual harassment to** target a student with unwanted sexual comments, gestures, physical contact, demands for sexual involvement accompanied by threats concerning their grades causing the student to feel uncomfortable or unsafe at school, or that interferes with schoolwork.

In these situations, complaints will be investigated according to the district’s sexual harassment policy.

Our school does not tolerate bullying or harassment for any reason. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

**How students can end bullying**

Bullying and harassment cause pain and stress to students and are never justified or excusable as “just teasing” or “just playing.” When a student stands by doing nothing, or laughs or posts comments online when others bully, they are participating in bullying.

The students at Morton Elementary School have agreed to join together to treat others with respect both online and face to face so that we keep our campus bully-free.

All students agree to:

* Value student differences and treat others with respect both online and face to face.
* Tell bullying students to stop and use an “I statement” when I or others around me are the target of bullying.
* Walk away and seek help by telling a trusted adult on campus or place a note in the “Tell Somebody” box in the classroom or outside of the counselor office, if I cannot safely stop the bullying.
* Never take revenge or ask someone to hurt a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as Bullying Prevention Coaches who will meet with students that are the target of bullying and help end bullying situations.

**Staff, Teacher, and Parent Response to Student Harassment and Bullying**

Our school follows the No Bully System to prevent and respond to bullying and harassment.

**Level 1: We support an inclusive school where everyone is accepted for who they are**

* We recognize that our school contains different abilities, body sizes, races, religions, socio-economic status, gender identities, and sexual orientations. All teachers, staff, students, parents, and volunteers support our social vision: Team Morton…Where Everybody is Somebody.
* Our school has created a Bullying Prevention Committee to advise the Principal on preventing bullying at this school and to ensure that students receive the relevant education for this to happen. Our committee meets at least once a month and comprises a school administrator, a diverse range of teachers, a parent or guardian (who is not also teacher), a student, and a community member.
* Our school has developed an active partnership with parents and community members to help maintain a school environment free from aggression and violence.
* Students learn through our *Second Step* curriculum to get smart in managing their emotions and their relationships and to stand up to bullying at our school.
* Each year we administer a survey to students asking their perception of the frequency and intensity of bullying at our schools.

**Level 2: We watch out for bullying and refer targets to the Principal**

* Teachers and school staff have been trained to watch out for students who appear to be isolated from other students, who are put down by others behind their back, or who show signs of being bullied.
* If any teacher or staff member sees any student aggression or disrespect, they shall take immediate steps to intervene and redirect the student. Steps may include the following:
	+ Name the behavior for what it is, e.g., “That’s a putdown.”
	+ Speak to the intention behind the words or gestures, e.g., “That was meant to hurt.”
	+ Remind students of our school’s social vision and how their behavior is not aligned with this: Team Morton…Where Everybody is Somebody.
	+ Notify the Principal immediately if there are any concern’s for a student’s physical safety.
* If any member of staff learns or suspects that a student is the target of continued bullying, they shall check in with the student as soon as reasonably possible. If this appears to be ongoing bullying or harassment, they should attempt to resolve the situation and shall report the bullying by using the Incident Report Form and e-mail to the Principal and Dean within 24 hours.
* If a parent or guardian knows or suspects that their child is being harassed or bullied, we encourage your student to ask the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying using to the Classroom Teacher. The school can only help you if you reach out and tell us what is happening.
* If a student is the target of cyberbullying, please take screenshots and/or print any electronic or digital messages and share these with the school.

**Level 3: Solving the bullying, progressive discipline, and other responses**

* The Principal investigates and resolves the situation and shall ensure that any report of bullying or harassment and its resolution is documented in the school’s database at Infinite Campus.
* Our school uses a variety of methods to resolve ongoing incidents of bullying and harassment.
	+ We may refer the target of bullying to get help from a school Bullying Prevention Coach. Bullying Prevention Coaches are teachers and staff members who have been trained to support students who are the target of bullying and to create solutions to bullying by bringing students together, including bullies, bystanders, and positive student leaders. The Bullying Prevention Coach may use solution-focused discussion, redirection, skill building, and counseling and shall report progress to the Principal.
	+ We may use progressive discipline to redirect bullying students depending upon the severity of the bullying. The Principal may meet with the bullying student, notify their parent or guardian, determine consequences to change behavior, and inform the student that graduating consequences will occur if the bullying continues.

**Level 4: Implement a classroom or grade wide action plan**

If a pattern of harassment or prejudice is apparent across an entire class or grade, the Bullying Prevention Coach brings together relevant school staff to implement a plan to teach respect for differences and create a supportive peer culture.

**Timeline for a bullying report under this protocol**

**Week One**

* The Principal is notified of an ongoing bullying situation and incident is logged in Infinite Campus.
* When appropriate, the Principal refers the target of bullying to a school Bullying Prevention Coach.
* The Principal may engage the progressive discipline process.

**Week Two**

* Bullying Prevention Coach works with students to create a solution.
* Further progressive discipline when necessary.

**Week Three**

* Another meeting with students to resolve the bullying if this is needed.
* Bullying Prevention Coach checks with target to ensure the situation is resolved.
* Bullying Prevention Coach records progress in Infinite Campus, schedules a three-month follow-up with the target, and notifies the Principal and parents of the outcome.

If the school’s intervention does not resolve the bullying, the student or their parent/guardian should inform the Principal. If the student or parent/guardian disagrees with how the school has responded to a complaint of harassment or bullying, he or she may appeal by calling the District Office at 719-549-7100 and requesting that their complaint be sent to the Principal Supervisor assigned to the school.