**Elementary School Guidelines for Presenting Bullying Education**

**Minimum Requirements**  
\*By, no later than October 15th of each year, each public school must provide age appropriate research based instruction focusing on bullying prevention for all students grades 1-12.    
\*School corporations must provide training to school employees and volunteers who have direct ongoing contact with students once per school year; best practice would be to train staff at the beginning of each school year. As employees are hired into the school system, routine training should occur with each staff member.   
\*School corporations must report the number of bullying incidents by category annually. \*Develop and implement a district wide policy and program

\*Implement district wide reporting documents, policies and procedures

\*Develop a district wide bullying prevention committee or safe school committee including administrators, staff, counselors, social workers, parents and students

**Recommendations to Enhance Bullying Prevention and Intervention**

Below are suggestions and resources to help enhance your prevention and intervention program at your school. In order to have a truly successful program, it is recommended that you have continued education and training throughout the school year.

***Better Practice***

School staff development:

* Structured education specific to the roles and responsibilities of each subgroup of staff (i.e., transportation, custodial, athletics, etc.)
* Participate in continued professional development throughout the school year

Student education:

* Ongoing student group support
* Participate in various anti-bullying activities: i.e. Mix it Up Day, National Anti-bullying Month
* Classroom guidance education on the topic of bullying prevention including the use of a pre-and post-test

***Best Practice***

Overall Program:

Conduct survey to staff, students, parents and community members to gather baseline information as a way to monitor program effectiveness (continue annually)

School staff development:

* Structured education specific to the roles and responsibilities of each subgroup of staff (i.e., transportation, custodial, athletics, etc.)
* Participate in continued professional development throughout the school year

Student education:

* Ongoing student group support
* Participate in various anti-bullying activities: i.e. Mix it Up Day, National Anti-bullying Month
* Classroom guidance education that is infused in curriculum (Core standards) on the topic of bullying prevention including the use of a pre-and post-test

Parent Education and Outreach:

* Parent education both on-site and available on school website
* Parents involved in programming efforts
* Parents are included on school safety committee
* Parents involved in intervention strategies of both targeted students and students that have exhibited bullying behaviors

Community Education and Outreach:

* Invite community organizations to be involved with bullying prevention programming
* Collaborate with organizations in the community that have identified bullying prevention as priorities (i.e., Prevent Child Abuse America chapters, Marion County Prosecutor’s Office)

\*Denotes programming requirements stated in HEA 1423.