

## iStand Guidelines/Toolkit

As stated in the title, this is just a guideline (or toolkit) to help you to organize an iStand group in your school. Because we want you to be able to incorporate the iStand program in a way that will work the best in your school environment, we have made this toolkit a basic platform for you to shape ideas around and to build on with your own iStand group. The best ideas come from the students, as it is through their eyes that we see the true extent and consequences of bullying.

In the following toolkit, you will see a “typical” iStand meeting agenda from month to month, as well as ideas and school wide activities that were used in our past iStand meetings. We plan to expand our activities and ideas this year, involving parents, other interested schools and out-of-school events to spread the word of how important bullying awareness is in our schools. We hope that you will strive to do the same as we have learned this past year that the more awareness is demonstrated in the school, classroom, by staff and student peers, the less opportunities the bullying has to occur. We hope that your school, as well as others, will share ideas with one another in order to keep new ideas and activities engaging for students and staff who choose to incorporate an iStand program in their school. A “sharing network” is hopefully in the works to make this easier for all who want to participate.

Also, links to various bullying awareness sites will be available for you to research and use as resources. Though there are many out there, we found that PACER’s National Bullying Prevention Center (<http://www.pacer.org/bullying/>) provides almost everything you need in one place in order to create a successful iStand meeting; providing facts, resources and information to help your iStanders know what it really means to “Be an iStander, not a Bystander” or to “Demonstrate, don’t Intimidate”.

It is your choice of how you would like to recruit your iStanders. Our first semester, we asked fourth and fifth grades teachers to recommend two students from their room. We were surprised by results, as we got students who were “model” peers to others who may have needed the “modeling”. It ended up being just the dynamics we needed for a perfect iStand pilot group! The second semester was open to any fourth or fifth grade students who were interested. We held our meetings for an hour after school every other week, with November and December being adjusted due to holiday breaks. We suggest you send out your iStand invites soon after your first day of school in order to prepare for the events in October.

## Meeting 1

### Month of September

**\*What is iStand and student's role:** During the first meeting, explain to the kids what our mission will be, which is to promote bully awareness, so that students know others are watching and will take steps to interject instead of standing by and letting it happen. Their role will be to model positive behaviors, to encourage others to take a stand by using the tools discussed during meetings and to take a stand themselves if they see bullying either by standing up or getting help when needed.

**\*Define bullying.** The Florida statute of bullying ([http://bullypolice.org/fl\\_law.html](http://bullypolice.org/fl_law.html)) includes:

(a) "Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing
2. Social exclusion;
3. Threat;
3. Intimidation;
5. Stalking;
4. Physical violence;
7. Theft;
5. Sexual or racial harassment;
9. Public humiliation; or
6. Destruction of property.

You may want to check with your state to see what it defines as bullying before you get to this step.

**\*Introduce the PACER's National Bullying Prevention site.** For elementary schools, you will use primarily the "Kids Against Bullying" ([kidsagainstbullying.org](http://kidsagainstbullying.org)). For the middle schools, you will use primarily the "Teens Against Bullying" ([teensagainstbullying.org](http://teensagainstbullying.org)). Though PACER is full of resources throughout its site, these individual sites help to steer you to what is appropriate and what to focus on for your age group. Encourage your students to explore this site with their parent(s).

**\*Video from PACER:** PACER has several videos, and new ones submitted frequently, for you to share with your group. This is what encouraged our iStand group to make their own videos, which we would play over our morning news program and eventually lead to their on stage performances during our Early Release Spirit rallies.

**\*OPEN DISCUSSION:** This is probably the most important part of our meetings. Ask the students: 1) *Do you think bullying is a problem in our school?* 2) *Where does bullying happen the most?* 3) *What do you do if bullying happens to you or if you see it happening?* 4) *What, if anything, do you think teachers, principals or other adults do if you report bullying?* 5) *Do you report it, and if not, why?* 6) *What could adults do differently to help with bullying?* Provide students with pencils and paper and every meeting. If they do not feel comfortable talking about it, they may feel comfortable writing it. Ask them to write about bullying they have seen in the school. Most importantly, do not try to defend or justify actions of adults when responding to the student's comments. If anything, LISTEN!! They need to feel like their feelings and voices count, that we want to help them, and we are willing to listen to them in order to be able to do that. I think you'll be surprised.

**\*Activities:** This will vary as different schools have different resources, and students will come up with different ideas. Some suggestions are: creating videos to show over news casts (if available). Our students would use actual scenarios that happen in school to recreate for videos, such as: 1) lunchroom, 2) playground, 3) school bus; but others could include 1) hallway, 2) social networking, 3) classroom, etc. Other ideas could be poster contests, poetry contests, "Stop the Madness" recreations (you'll see this on PACER), a \*Bully mailbox, etc. This is why we need the sharing network, as the ideas could be endless when we all put our heads together!

This agenda usually takes up the whole hour. The students are usually so excited about something that they don't want to stop, which is good because it gives you a chance to pick up at your next meeting.

The month of September may seem a little unorganized as you are trying to find the best way to incorporate different ideas into your meetings and group. Please include your administration and staff with your ideas, as when October (National Bullying Awareness Week/Month/Unity Day) rolls around you will really be kicking off your iStand group and showing that your school is taking a stand against bullying!

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## Meeting 2

September

**Arrival:** We usually post a question or thought while everyone is arriving to instigate discussion later. Some examples of discussion are: 1) Where do you see bullying most in school? 2) How can your actions help to prevent bullying situations? 3) How can adults help with bullying situations? Etc. There are so many questions on the internet!

**Video:** PACER or other site.

**OPEN DISCUSSION:** During this time you can reflect on the video, go back to your previous question or thought posted and come up with ideas and/or activities that you can do in your school. At this time, you should probably discuss the upcoming bully awareness month/week and unity day in October. The PACER site offers a lot of ideas for this event. Also, ask other schools what activities they do during bully awareness month/week.

**Activities:** This is a good time to introduce your iStanders to your school. A good way to do this is to do a "notecard" or other video, with titles such as "What is bullying?", "What do I stand for?" or "What is iStand" .....or you may already have your own idea in mind. Make posters to hang around the school demonstrating what being an "iStander not a Bystander" or "Demonstrate don't Intimidate" means. Start the process of awareness so students and staff know that your school is no longer going to stand by and watch bullying happen.

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## Meeting 3

### October

October is a special month for bully awareness. Though it says “month”, some schools choose to out a lot of focus on one week to limit “interruption”. If you choose to do a week, that week is typically the first week in October, including October 9<sup>th</sup> which is National Unity Day. Please check out the “National Bullying Prevention Month” tab on PACER’s website. You will find a variety of resources to use to kick off your bully awareness week/month at your school.

**Arrival:** Post question or thought while students are arriving.

**Video:** PACER or other site

**OPEN DISCUSSION:** Question or thought topic, video subject, your bully awareness activities, etc.

**Activities:** Look through a list of included activities in this toolkit, or brainstorm some of your own. Since October is “Bully Awareness” month, get excited and extra creative. Are you ready to do a live skit? Maybe your school will set aside an assembly time during the month of October for your iStanders to perform a skit, talk about iStand, what is and what isn’t bullying, etc. This is where your notes from your open discussions could really help you relate to the whole student body. Use what you have learned from your iStanders to get on the student’s level to show that you understand their concerns from their “shoes”, and that you’re not just guessing from an outside, adult view.

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## Meeting 4

October

**Arrival:** Post question or thought while students are arriving.

**Video:** PACER or other site

**OPEN DISCUSSION:** Discuss open topic question/thought or video.

**Activities:** Continue with Bully Awareness Month ideas and activities. See the “Activities” page attached to the toolkit.

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## Meeting 5

November

Use this meeting to reflect on your Bully Awareness Month. Which activities got the most response? Do you feel as an iStand group that what you are doing is starting to get the attention of students and staff? If so, how can you expand the awareness? If not, what can you do further to make an impact?

**Arrival:** Post question or thought topic. The above could be an example.

**Video:** PACER or other site

**OPEN DISCUSSION:** Reflect on above.

**Activities:** If you had a successful Bully Awareness Week/Month.....Congratulations! If you're not so sure, don't give up now! There is so much more you can do to keep the awareness alive, which is the key to putting a stop to bullying. Make sure that potential "bullies" know that students are watching, staff is watching, parents are watching and no one is going to stand by and let it happen anymore. Now, what activities are going to help make that happen?

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November

Meeting 6

**Arrival:** Post question or thought topic.

**Video:** PACER site or other

**OPEN DISCUSSION:** Reflect on question/thought topic, video or other topic that the students may feel needs to be addressed. A lot of times during these open discussions we get our ideas for our skits or videos. For the elementary age, the students think of the topic and help the teacher write the script. For the middle school age, the students would probably be able to write the script!

**Activities:** Script? Video? School wide activity? See our activities list if you need help.

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Meeting 7

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This information in this document was created and provided by Citrus Grove Elementary in Palm City, Florida.  
Questions? Contact Shawna Hixon at [hixons@martin.k12.fl.us](mailto:hixons@martin.k12.fl.us)

## December

Depending on your holiday school schedule, you may only have one meeting date this month. But, I will do two just in case. Our first year, we divided our iStand group into two semesters, giving the original iStanders the option to stay but then opening it up to any fourth or fifth grader who wanted to join after we returned from break in January. Again, this is completely up to you and what you think will work best for your school.

**Arrival:** Post question or thought topic.

**Video:** PACER or other site

**OPEN DISCUSSION:** Discuss open topic question/thought or video

**Activities:** Here's a challenge.....how can you combine the spirit of the holiday season in with bully awareness?

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## Meeting 8

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## December

Use this meeting to reflect on your accomplishments so far. Just implementing a bully awareness group in your school is a huge step. Have you noticed other students using tools that you have brought to your school? How about teachers or staff? Be proud that you have the courage to stand up and to teach others how to stand up against bullying.

**Arrival:** Post question or thought.

**Video:** PACER or other site.

**OPEN DISCUSSION:** Reflect on the above topic or another of choice.

**Activities:** Maybe a holiday get together? Ideas to focus on after returning from holiday break? You've introduced the program to the school, now show them how it really works! Send out an invite for anyone wanting to come in to iStand after the holidays. Don't forget to send the meeting dates with the as well.

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## Meeting 9

January

It's a new year and you're helping to make this a new school! Use this meeting to get back into the swing of things. Do a review, especially if you have new iStanders, of what iStand means and its mission. Also, you may want to go over the definition of "bullying".

**Arrival:** Post question or thought topic.

**Video:** PACER or other site

**OPEN DISCUSSION:** Reflect on question/thought topic or open to students.

**Activities:** Make it something that will let your school know that you have not forgotten over the holiday break. Do a school wide involvement activity.

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## Meeting 10

January

**Arrival:** Post question or thought topic.

**Video:** PACER or other site

**OPEN DISCUSSION:** Reflect on question/thought topic or open to students.

**Activities:** "Break Out" skits (see activity page). See our activity page.

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## Meeting 11

February

**Arrival:** Post question or thought

**Video:** PACER or other site

**OPEN DISCUSSION:** Reflect on question/thought topic or other.

**Activity:** Maybe come up with ideas to mold around the “Valentine” holiday. Use key words such as love, “Sweetheart” candies, etc.

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Meeting 12  
February

Remember to keep the awareness alive!! Don't slack off now!!

**Arrival:** Post question or thought topic.

**Video:** PACER or other site

**OPEN DISCUSSION:** Reflect on question/ thought topic, video or other. NOTES:

## Meeting 13

March

**Arrival:** Post question or thought

**Video:** PACER or other site

**OPEN DISCUSSION:** Reflect on question/thought topic or other.

**Activity:** See activities page for ideas if needed.

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## Meeting 14

### March

This month's meetings may need to be modified due to your spring break holiday as many schools schedule theirs at different times. I have included two meetings for both March and April just in case. Arrival: Post question or thought

**Arrival:** Post question or thought.

**Video:** PACER or other site

**OPEN DISCUSSION:** Reflect on question/thought topic or other.

**Activity:** See activities page for ideas if needed.

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## Meeting 15

April

**Arrival:** Post question or thought

**Video:** PACER or other site

**OPEN DISCUSSION:** Reflect on question/thought topic or other.

**Activity:** See activities page for ideas if needed. Don't forget your live and "break out" skits!

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Meeting 16

April

**Arrival:** Post question or thought

**Video:** PACER or other site

**OPEN DISCUSSION:** Reflect on question/thought topic or other.

**Activity:** See activities page for ideas if needed.

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## Meeting 17

May

This will be your last month of meetings. Take this time to reflect on your year. Do you think you have made enough of an impression for your group to continue on? Do you think you have brought awareness to your school, more so than there was in the beginning? Do you think iStand will continue for your school in the future?

**Arrival:** Post question or thought

**Video:** PACER or other site

**OPEN DISCUSSION:** Reflect on question/thought topic or other.

**Activity:** End your year with a bang! See activities page for ideas if needed.

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## Meeting 18

May

This will be your last meeting for the year. We usually end it with a party; inviting parents, watching videos and skits we have done over the year. Our students even performed one for the parents. Some students wrote poems, others wrote songs. We made certificates for the iStanders. But, most of all, we expressed how proud we were that they took the first step to taking a stand against bullying in their school. We quickly went through a typical “meeting” for the parents and gave examples of what the students came up with. We reiterate that, without the students input and ideas, we would not know where to go with iStand. Without their insight, we wouldn’t know what to focus on, where to focus it or the best way to deal with bullying situations that would make an impact.

### **PARENT EXAMPLE**

**Arrival:** Example of: Post question or thought

**Video:** Example of: Show the PACER or other site

**OPEN DISCUSSION:** Example of: Reflect on question/thought topic or other.

**Activity:** Examples of activities that the students did throughout the year.

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## CONCLUSION

We hope that this toolkit made it easier for you to implement the iStand program into your school. The goal of iStand is to bring bully awareness to schools in the simplest ways while making the biggest impact possible. Through the students thoughts, insight and responses, we want hope to target bullying where it is happening and to teach others how to safely intervene if they see a bullying situation. Above all, we want them to stand up for what's right rather than standing by and watching it happen, and to demonstrate positive, caring behaviors rather than intimidating others with bullying. If we all work together, across the county, the state, the country and the world, we can take a stand against bullying. Standing together, we can be the change. Good luck with your iStand program!

For any questions, support or to share ideas, please contact Shawna Hixon [hixons@martin.k12.fl.us](mailto:hixons@martin.k12.fl.us)