



Pigeon Lake Regional School

Anti-Bullying Policy

BELIEF STATEMENT

At PLRS we believe in creating a safe, respectful and school environment. Everyone in our school, both adults and students, are safe and supported and if not, have a responsibility to report. We prefer to address problematic behaviour rather than labelling a child as a bully or a victim.

WHAT IS BULLYING

Bullying happens when someone is significantly hurt emotionally or psychologically by the actions of one or more students, fears it will happen again and feels powerless to prevent this. These negative actions are intentional and hurtful. Bullying can be verbal, physical, relational, or cyber. Bullying involves an imbalance of power, and is not gender or race specific. Bullying can often be repeated behaviours.

VERBAL	PHYSICAL	RELATIONAL	CYBER BULLYING
Name calling/put downs	Hitting	Manipulating friendships	Email
Insults	Kicking	Gossip/rumors	Social networking
Racist comments	Spitting	Exclusion	Instant messaging
Sexist comments	Pushing	Intimidation	Text messaging
Teasing/taunting	Inappropriate gestures/touching	Written notes	Cell phone communication
Threatening/extortion	Tripping		Internet blogs
Harassment	Stealing		Chat rooms

PREVENTION and EDUCATION

At PLRS we are devoted to creating awareness and educating our staff, students and community on ways to prevent bullying. Some examples include: posters, assemblies, and establish and lead classroom or school wide activities that promote a safe and inclusive school community. Training will include cultural sensitivity, respect for diversity and special needs. In all grade 9 health classes, healthy relationships is a mandatory topic.

WHO'S RESPONSIBLE FOR WHAT

Students:

Refrain from, report and not accept bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, on the school bus, during the school day, or by electronic means.

Staff and adult volunteers:

- Provide a safe and secure environment for all students free from bullying.
- Act upon, respond, attend to and follow up on any incidents of bullying that are reported to them or come to their attention through other indirect means.

- Repeated behaviour **MUST** be recorded and reported. Severe incidents will be dealt with immediately.
- RCMP and School Resource Officers involved when needed.

Parents/Guardians:

- Report any incidents of bullying as soon as reasonably possible.
- Provide positive support and guidance to students and the school involved in incidents of bullying.

Bystanders:

Do the right thing...

- Don't be a silent witness. You would want someone to have your back if you were the one getting bullied.
- Don't watch and laugh. That's even worse than doing nothing.
- If it's too hard to speak out, send an anonymous note to school staff.
- Be assertive, not aggressive. Fighting doesn't help anyone.
- Invite the person being targeted to leave the situation with you.
- Encourage the target to get help from someone, like a counselor, teacher, or other adult who can help.

REPORTING:

Whether you are the bullied or the bystander you must notify an adult of bullying situations as soon as possible. If you are unsure of who to talk to, contact one of the adults on the list below. You are encouraged to talk to the primary contact person first as they are closest to the situation and can have the most immediate effect. If the primary contact person is not available, contact one of the people in the secondary contact list.

LOCATION	PRIMARY CONTACT	SECONDARY CONTACTS
On the bus	Bus driver	Parents Guardians Family School Liaison Fellow students Teachers Teacher Assistants Custodians Office staff Community member Vice principal Principal RCMP
In the hallway In the bathrooms	Hallway supervisor/Administrator	
In the classroom	Classroom teacher teacher assistant	
In the gym In the locker room	Gym supervisor	
School grounds	Outside supervisor	
School activities, trips, sports	Activity supervisor	
Cyber bullying	Parent/ Family School Liaison	
After school	Parent/ Family School Liaison	

HOW TO RESPOND TO BULLYING:

Students:

If a student is the target of bullying, the student should...

- Use the on-line form found on the school website, "Report a Bullying Incident Report."

OR

- Notify an adult according to the reporting chart immediately or as soon as possible after an incident – include the date, names, and any written evidence.
- Student can expect follow up from the teacher they reported to – report to [that] teacher if there is a second incident [or subsequent incident] or go to counselor or administration.

Students should not...

- Retaliate
- Suffer in silence

If a student observes bullying or is a bystander...

- Report the incident to an adult immediately – include the date, names, and any written evidence.
- Expect that your privacy, or your need to be anonymous, will be respected if that is what you wish.
- If appropriate or safe to do so, remove target from the situation
- Do the right thing.

Students should not...

- Do not lip back or say something "smart"
- Do Nothing
- Encourage the bully

If a student hears or is aware of possible bullying....

- Use the on-line form found on the school website, "Report a Bullying Incident Report."

OR

- Report as soon as possible to an adult – include the date, names, and any written evidence.

Students should not...

- Confront the bully or engage in gossip and rumor.
- Use the information to provoke the bully or to involve others.

Staff (Teachers, EAs, Adult volunteers, Admin Assistants, Custodians, FSLW):

When informed or told of an incident

- That teacher/ staff member must document and deal with it (i.e., if something happens on the bus, and the student tells it to a teacher, the teacher deals with it and lets the bus driver know what's going on).
- Staff must listen and respond with empathy to the student.

2nd and subsequent issues

- Document and refer to administration/ Family School Liaison.
- Follow up with the targeted student each time – teacher, administrator, or FSLW needs to follow up with the student who reported the incident, and the target (if applicable).

Teachers will not...

- threaten punishment or consequences above what you can do.
- attempt to counsel students.
- diminish or dismiss the incidents.
- discuss or bring up other incidents with the student – you need to know history for your knowledge about what to do, not to use that information against students.
- label students as bullies or as an enabler – do not label or profile students.

Family School Liaison Worker (FSLW):

When informed or told of an incident...

- Facilitator, mediator – typical involvement after an initial incident, depending upon severity, but upon request of a staff member of administration, can become involved at any time.
- Lead person in the school in terms of facilitating resolutions to bullying situations.
- Contact – by phone or in person, with parents as needed.
- Provide necessary assistance to the bully, the target and bystanders.
- Organize and facilitate conflict resolution gathering and restorative justice.
- Redirect parents/guardians to the SRO, RCMP and other outside supports.

The FSLW will not...

- Discipline
- Act independent of the procedures

Administration:

When informed or told of an incident...

- Support the procedures agreed upon by the team.
- Contact parents, meet with students, parents, and FSLW as needed.

Administration will not...

- Act independent of the procedures.

Parents:

If your child comes to you...

- Contact the school as soon as possible.
- Talk to either an administrator or the family school liaison.
- Be supportive of your child: let them know you believe them and are there to help them.

Parents should not...

- Don't minimize, rationalize, or explain away the bully's behavior.
- Don't tell your child to fight back.
- Don't confront the bully or the bully's parents.

How parents can report...

- Use the on-line form found on the school website, "Report a Bullying Incident Report."

OR

- Arrange a meeting or a phone call with either the family school liaison or an administrator at the school.

- Ensure you have the facts:
 - Date of incident(s)
 - Time
 - Place
 - Students involved
 - Specifics (details) of the incidents

The facts are vital and all reports must have them in order for the school to proceed. Also be prepared to discuss what your child has done to avoid being bullied or to stand up to the bully. Put these in writing and present them to the school administration or family school liaison.

- Work with the family school liaison and administration to develop a plan that addresses:
 - What must be done immediately to ensure your child feels safe.
 - What your child can do to avoid being bullied and to stand up to the bully in the future.
 - What the next steps might be, and who the student can go to for more help.
- If parents do not feel the plan is working or that the school has not adequately addressed their concerns, parents should contact WRPS administration with their concerns.
- If the incidents involved are severe or involve serious physical, sexual, cyber or other types of abuse, it is important that parents go immediately to the RCMP.

The following stages will be used with the bullied, the bully and bystanders. The major priority is for the safety and security of students at all times. For each situation appropriate intervention will be implemented.

- | | |
|---------|--|
| Stage 1 | Support, acknowledgment to each student and ensure that each student knows that the staff member will listen and will respond to the issue. |
| Stage 2 | Referral to administration and family school liaison. The administration and family school liaison will communicate with parents. A support plan will be initiated by the administration and family school liaison to address the bullied, the bully and the bystanders. |
| Stage 3 | Referral to family school liaison / administration.
Administration and/or family school liaison will meet with each student to provide information, support, education and build skills required. |

Meeting(s) between school (FSLW/administration) and parents will occur. Depending upon the circumstances, the students may be involved in restorative practices or other interventions. Parental permission and consent of students will be obtained.

- Stage 4 Goal is to keep the student safe. Referral to an outside agency (RCMP; Mental Health, etc.) may occur.
- Stage 5 Possible letter of apologies, suspensions and expulsion (as directed by the school board).
- Stage 6 Possible threat assessment procedure.

Important: Each incident must be dealt with on its own merits. A decision as to whether or not there is a pattern to the incidents that constitutes bullying will be made by the administration, family school liaison and affected staff members. This will not be decided by any one individual. The procedure is not a lock step procedure but rather a suggested sequence of possible events. Each individual/incident or series of incidents will be handled as unique, not typical, events.