

Sunningdale School Bullying Prevention Policy

Reviewed December 2018

All students of Sunningdale School have the right to a caring, respectful and safe school environment that is free from all forms of bullying. All school staff will take steps to prevent bullying and to assist and support students who are being bullied.

What is bullying?

Taken from *Saskatchewan's Action Plan to Address Bullying and Cyberbullying* November 2013:

Bullying is a relationship issue where one person or group repeatedly uses power and aggression to control or intentionally hurt, harm or intimidate another person or group. It is often based on another person's appearance, abilities, culture, race, religion, ethnicity, sexual orientation or gender identity. Bullying can take many forms; physical, emotional, verbal, psychological or social. It can occur in person or through electronic communication.

Sunningdale School has further defined bullying as a form of aggressive behaviour that is repeatedly directed at an individual. It can be physical (e.g., hitting, pushing, tripping), verbal (e.g., name calling, insults, put-downs), social (e.g., social isolation, gossip) or cyber (e.g., threats, insults, or harmful messages spread through the internet). Bullying can be direct, "in your face" confrontation, or indirect, "behind your back", such as spreading rumours. Bullying can be done by one person or by a group. A child or young person being bullied feels helpless in trying to stop it.

A student is bullied or harassed when he or she is intentionally and repeatedly the target of the negative actions of a person or group that cause fear, emotional stress and/or physical harm.

Sunningdale School and the Prairie South School Division believe that bullying is a problem that adversely affects the learning success and well-being of children and youth. Bullying in any form will not be tolerated.

Roles and Responsibilities

Sunningdale School and the Prairie South School Division share responsibility with in-school administrators, school staff, parents/caregivers, students, the School Community Council and the community at-large to promote caring, respectful and safe school environments and to prevent and reduce bullying.

Sunningdale Students are responsible for:

- respecting the safety, well-being and property of fellow students and school staff;
- contributing to a caring, respectful and safe school and classroom learning environment;
- participating in the development and support of the school's bullying prevention policy;
- taking a personal stand against bullying and participating in bullying prevention activities at the school; and,
- reporting all acts of bullying experienced or observed to a school staff member.

Sunningdale School Administrators responsible for:

- providing leadership for promoting a caring, respectful and safe school environment;
- implementing a comprehensive bullying prevention strategy in support of the division level policy;
- promoting and participating in learning opportunities to enhance their ability to promote caring, respectful and safe learning environments and to prevent and reduce problems of bullying;
- surveying teachers/school staff, students, parents and community members to determine the extent and nature of bullying and how effective interventions are at reducing bullying problems;
- encouraging the participation of teachers/school staff, students, parents/caregivers and community members to develop and support a comprehensive school-wide bullying prevention strategy;
- communicating with the teachers about reported incidents of bullying to determine whether it is appropriate to contact the parents/caregivers of the students involved in the incident;
- communicating with classroom teachers about further assistance from school division personnel, appropriate mental health or child protection professionals, and the police, when appropriate;
- keeping a confidential file on bullying incidents and action plans undertaken by the school, parents/caregivers and student involved;
- supporting the individual or the parent in making a decision to report the incident to the police for further investigation;
- following school division protocols when responses involve suspension, expulsion or the involvement of mental health or child protection professionals or the police; and,
- promoting annual monitoring and review of school level policy and practices to reduce and prevent bullying.

Sunningdale Teachers/School Staff are responsible for:

- participating in the development of a school bullying prevention policy consistent with the division level policy;
- promoting and using caring, respectful and safe school and classroom practices;
- participating in professional development/learning opportunities related to bullying prevention;
- encouraging students to report incidents of bullying and maintaining confidentiality;
- responding promptly and appropriately to instance of bullying;
- communicating with in-school administrators and parents/caregivers about instances of bullying and involve them in seeking solutions;
- recording and reporting instances of bullying to the in-school administrator and monitoring instances of bullying and their resolution;
- determining with in-school administrators whether further assistance from school division personnel, human service providers or the police is warranted and follow school division protocols in these matters; and,
- participating in annual monitoring and review of school level policy and practices to reduce bullying.

Parents/Caregivers are responsible for:

- contributing to creating a caring, respectful and safe school environment;

- participating in the development and support of the bullying prevention policy;
- working with their children and the school to reduce instances of bullying; and,
- reporting instances of bullying to the school and working with the school to resolve the issue.

School Community Councils are responsible for:

- contributing to a caring, respectful and safe school community;
- encouraging and facilitating parent and community engagement in the development of bullying prevention policies and practices in support of school division priorities in this area;
- supporting implementation of school level policies and practices to reduce instances of bullying;
- assisting in the monitoring and reporting of progress related to the prevention and reduction of bullying; and,
- including bullying prevention strategies within the development of the local learning improvement plan.

Procedure

When a problem occurs or is reported, the following action will be taken:

1. School staff will investigate the circumstances.
2. School staff will determine whether the issue is a form of conflict, a bullying behaviour, or a form of bullying.

When bullying occurs or is reported, the following steps may be taken:

1. The in-school administration, classroom teachers and school staff will respond by providing a clear message that bullying will not be tolerated.
2. All instances of bullying are to be reported to the in-school administration and the classroom teacher(s) directly involved with the students.
3. The in-school administration or classroom teacher(s) will listen, investigate, offer support, maintain confidentiality and determine the appropriate course of action.
4. A bullying incident report or school records will document those involved and the action taken and be filed with the in-school administration.
5. In a timely fashion, the classroom teacher(s) will communicate with the in-school administration and if appropriate, contact the parents/caregivers of each student involved, to inform them of the incident.
6. The classroom teacher(s) will monitor the action plan, keep the in-school administration and parents/caregivers informed and update the filed report if the incident has been resolved.
7. When efforts to stop the bullying are unsuccessful, the in-school administration or classroom teacher(s) will request separate meetings with the parents/caregivers of each child involved, and suggest further supports and consequences to resolve the problem.
8. The in-school administration will follow division protocols when consequences for bullying involve suspensions or expulsion, or when follow-up includes a referral to mental health or child protection professionals or the police.
9. Then in-school administration has a responsibility to support the individual or parent in making a decision to involve the police when the incident of bullying may qualify as a criminal offence and to follow school division protocols for such involvement.

10. The in-school administration and school staff have a responsibility to report cases of bullying to the police when students' and school staffs' safety is at risk or when they witness an incident of bullying that qualifies as a criminal offense.

Evaluation and Review

Sunningdale School and the Prairie South School Division will involve the school community including staff, parents, students and community members when possible in a regular review of the bullying prevention policy and school level practices to determine what is working and what needs to be strengthened to reduce problems of bullying.