



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS
 TITLE: STUDENT PROTECTION
 CODE: 5133 Bullying and Harassment

Reference Matrix	
Education Act (1995)	Sections 85, 87, 109
Other Related Acts	<i>Canadian Human Rights Act</i>
Holy Family Related Procedures	OP 5132 Violent Threat Risk Assessment and Response OP 5138 Sharing of Information OP 5141 Student Conduct OP 5142 Student Discipline
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA)	Caring and Respectful Schools (2004 & 2006); Equity in Education Framework; Ministry's Anti-bullying Strategy
Date Reviewed	January 6, 2016

Background – Bullying:

Not all instances of conflict can be categorized as bullying behaviour. An important aspect of social growth is learning how to interact with peers, learning how to use language in positive ways, understanding personal needs, and knowing how to fulfill them without hurting others. These sporadic instances can usually be addressed quite easily.

The Division shall endeavour to ensure that the school environment is one of respect, dignity, and trust consistent with the Gospel values. Bullying fails to respect the dignity and value of all individuals. Accordingly, the Division believes that all forms of bullying are unacceptable behaviours.

Consistent with ***The Caring and Respectful Schools: Bullying Prevention 2006*** and ***Comprehensive School Community Health Approach 2013*** (<http://www.education.gov.sk.ca/cschr/>), all members of the school community, including staff, students, parent(s)/guardian(s) and visitors, will be respectful to one another and are responsible in helping to create a safe and caring school environment free from bullying.

It is required that each school includes a specified anti-bullying statement in their Code of Conduct. The following Guidelines will form the basis of School Anti-bullying policies and the subsequent Code of Conduct.

Background – Harassment of Students:

Holy Family is committed to providing an environment that is free of harassment. It is Holy Family's responsibility to take action when harassment occurs.

Definition:

1. Bullying

Bullying refers to those behaviours that are connected with an imbalance of power. Bullying behaviour is repetitive, persistent, targeted, intentional verbal, physical or psychological action. A victim of bullying has a difficult time defending him or herself and feels powerless. Bullying is a means of control and may be carried out directly through physical or verbal means, or indirectly through social and emotional bullying.

Bullying is predominantly a learned behaviour, which must be addressed by teaching students to build positive relationships and develop effective communication strategies.

Please reference the chart below.

2. Harassment

Harassment is a form of discrimination. It involves any unwanted physical or verbal behaviour that offends or humiliates you. Generally, harassment is a behaviour that persists over time. Serious one-time incidents can also sometimes be considered harassment.

Harassment occurs when someone:

- makes unwelcome remarks or jokes about your race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, or disability (Canadian Human Rights Act)
- threatens or intimidates you.
- makes unwelcome physical contact with you, such as touching, patting, pinching or punching, which can also be considered assault.

Bullying may include but is not limited to:

BULLYING BEHAVIOURS CHART					
MILD		MODERATE		SEVERE	
PHYSICAL AGGRESSION					
Pushing Shoving	Tripping Hiding property	De-panting Locking in room	Stealing	Spitting Vandalizing	Attempt to injure Intentional harm Fighting
SOCIAL					
Gossip Spreading rumors	Setting up to look foolish	Ethnic Slurs Setting up to take blame	Public Humiliation Exclusion Unjust rejection	Maliciously Excluding Social Alienation	Manipulation to exclude or alienate Malicious Rumors
VERBAL					
Silent treatment Mocking Taunting	Teasing about clothing / property Dirty looks	Teasing about appearance Cyber bullying	Threats Name calling	Threats of violence	Threats against family / friends
INTIMIDATION					
Public challenges Proximity	Threats to reveal personal information	Taking possessions	Extortion Warning "if you tell..."	Threat with a weapon	Threatening to socially alienate
Adapted with permission of authors. Copyright 1992 by Garrity and Baris Bully Proofing Your School					

Verbal (overt)	Physical (overt)	Social/Emotional (covert)
Name-calling/Put downs	Hitting	Relational Bullying
Insults	Kicking	Manipulating Friendships
Racist Comments	Spitting	Gossip
Harassment	Pushing	Exclusion
Sexist Comments	Inappropriate Gestures	Intimidation
Teasing/Taunting	Tripping	Written Notes
Threatening /Extortion	Stealing	Internet Misuse/Text Messages

Procedures:

1. Bullying

1.1. Bullying has been identified as a widespread problem with serious implications for students, schools, and the entire community. As such, it is recognized that:

1.1.1. Bullying behaviours contradict the Gospel values, which are centered in the teachings of Christ.

1.1.2. Bullying may contribute to short-term problems for the victims (i.e. a change in behaviour, drop in grades, frequent absences).

1.1.3. Persistent bullying may cause long-term psychological problems (i.e. depression, dropping out, suicidal ideation and behaviours, violence toward others).

1.1.4. Bullying may contribute to involvement in other antisocial activities (i.e. alcohol/drug abuse, gangs) and threatens the physical safety of others.

1.1.5. Bullying may contribute to a negative school climate, which interferes with spiritual development, academic learning, and social responsibility.

1.2. Holy Family Schools and Staff are expected to:

1.2.1. Provide a supportive environment that upholds our Gospel values and encourages positive relationships between students, staff, and parents.

1.2.2. Increase awareness and understanding of the definition and dynamics of bullying and develop a plan to implement anti-bullying strategies within their schools.

1.2.3. Maintain an environment where bullying will be addressed age appropriately in a manner characterized by respect and civility.

1.2.4. Use resources that will assist in developing appropriate social skills, positive relationships, and discourage bullying as unacceptable behaviours.

1.2.5. Intervene and address observed incidences of bullying of students, staff, and visitors.

1.2.6. Encourage students to report incidents of bullying and support them in dealing with conflict resolution.

- 1.2.7. Support, monitor, document/track, and act upon all reported incidents of bullying to ensure the safety of all students. Tracking should be done using [OP 5133 Appendix 1 Bullying Report](#).
- 1.2.8. Model appropriate language and actions for students.
- 1.2.9. Emphasize intervention strategies that are preventative in nature.
- 1.2.10. Recognize that some bullying behaviours may be more serious and require more comprehensive intervention.
- 1.2.11. Keep open lines of communication between the home, school, and parish.

1.3. Students are expected to:

- 1.3.1. Promote a positive and caring environment for all by developing an awareness of bullying issues.
- 1.3.2. Refuse to bully others or to be a bystander to acts of bullying.
- 1.3.3. Report all acts of bullying that they may experience or observe to appropriate school personnel.
- 1.3.4. Assist and co-operate in the implementation of school-wide anti-bullying initiatives.

1.4. Parents/Visitors are expected to:

- 1.4.1. Promote a positive and caring environment for all by developing an awareness of bullying issues.
- 1.4.2. Inform the school if bullying is suspected.
- 1.4.3. Encourage their children to discuss any incidents of bullying and reinforce the need to speak out.
- 1.4.4. Support the school when resolving identified incidents of bullying.
- 1.4.5. Support the school through School Community Councils, in promoting local school anti-bullying initiatives.
- 1.4.6. All schools in consultation with their School Community Councils, staff, students, and parents to develop local Codes of Conduct. These locally developed Codes of Conduct shall be in compliance with Ministry Directives.

1.4.7. Each school will establish procedures for investigating bullying behaviours and develop consequences, in their own Code of Conduct.

2. Harassment

2.1. A student who believes they are being harassed is advised to inform the other student of their concerns and request the behaviour they regard as objectionable to cease.

2.2. If the student cannot confront the person they regard as harassing them, or the behaviour they regard as objectionable continues after they have talked to the person, the student is advised to report the conduct to any one of the following personnel:

2.2.1. Their teacher

2.2.2. A School Counselor

2.2.3. The Principal

2.2.4. Another adult in the school whom they trust

2.3. Investigation

2.3.1. The person who receives the complaint of alleged harassment (Section 2) may speak with the alleged harasser and attempt to resolve the matter in an informal manner, or inform the principal of the complaint.

2.3.2. On receipt of a report that alleges harassment the principal will attempt to resolve the situation in an informal manner

2.3.3. If the matter is more serious and cannot be resolved by informal means the principal will:

2.3.3.1. Notify the parent/guardian of the complaint;

2.3.3.2. Notify the parent/guardian of the alleged harasser;

2.3.3.3. Document the complaint and investigation;

2.3.3.4. Provide a copy of the report to the Superintendent of School Operations or designate.

2.3.4. The Principal's report will include:

2.3.4.1. A statement from the complainant;

2.3.4.2. Details of where the incident occurred and what happened;

2.3.4.3. A statement from the alleged harasser;

2.3.4.4. Statements from any witnesses;

2.3.4.5. Any other information the principal feels may be pertinent.

2.3.5. In the event that additional services are required, the appropriate referral processes will be followed. If such services are refused by parent(s)/guardian(s), the school still may do a Threat Assessment as per [OP 5132 Violent Threat Risk Assessment and Response](#).

2.4. Disciplinary Action

2.4.1. If a student is found to have engaged in harassment, discipline will be administered in manner consistent with [OP 5141 Student Conduct](#) and [OP 5142 Student Discipline](#).

2.5. Harassment of a student by a person other than a student

2.5.1. If a student believes they are being harassed by a person other than a student, the student should report their concern to an adult person they trust and has a connection to the school.

2.5.2. The person who receives the complaint from the student should report the matter to the principal, who will begin an investigation, and inform the Superintendent of School Operations or designate.

2.5.3. If the person alleged to have harassed the student is the principal, the person to whom the complaint was made will report to the Superintendent of Schools or designate.

2.6. Confidentiality

2.6.1. Complaints received will be held in confidence as per [OP 5138 Sharing of Information](#).

2.7. Complaints made in good faith

2.7.1. Where a complaint is not substantiated, no action will be taken against the complainant if the complaint was made in good faith.

2.8. Frivolous complaints

2.8.1. If a complaint is found to be clearly frivolous corrective or disciplinary action may be taken consistent with [OP 5141 Student Conduct](#) and [OP 5142 Student Discipline](#).