

## **St. Philip Anti-Bullying Policy**

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**St. Philip School will not tolerate bullying behaviour.** Guided by our Gospel values and our Division Code of Conduct, bullying behaviour will be dealt with in a serious and timely manner.

St. Philip School believes that all students and staff have a right to a safe, caring and respectful school environment. Students and staff also have a responsibility, by their actions, to ensure that everyone is in a safe, caring and respectful learning environment.

### **Definition of Bullying**

*Bullying happens when someone is significantly hurt emotionally or psychologically by the actions of one or more student, 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 reactive. Bullying involves an imbalance of power, and is not gender specific.*

### **I. Roles and Responsibilities**

The effectiveness of this policy will depend on the level of open and honest communication among everyone involved.

#### **Students**

In addition to the expectations outlined in the Division Code of Conduct, all students are expected to:

- Be positive and caring role models
- Refrain from bullying others, refrain from being a bystander to acts of bullying
- Honestly and accurately report all acts of bullying they may experience or observe to appropriate school personnel
- Be active participants in school anti-bullying initiatives
- Be accountable for their actions

#### **St. Philip School Staff are expected to:**

- Provide a supportive environment that upholds Gospel values and encourages positive relationships between students, staff and parents / guardians
- Address bullying behaviour in an age appropriate manner
- Encourage and teach students to report incidents of bullying behaviour
- Maintain an anti-bullying strategy comprised of: prevention programs, investigation of reports of bullying, intervention and reporting strategies

#### **St. Philip Parents / Guardians are expected to:**

- Contribute to a safe, caring and respectful school community
- Learn about bullying behaviour and related issues
- Inform the school promptly if bullying is suspected
- Work with the school to resolve identified bullying incidents

## **II. Procedures**

### **A) Prevention**

- Prevention of bullying behaviour is the ultimate goal. Prevention strategies are ongoing and will include: a broad range of educational experiences focusing on social skill development; understanding of bullying, bullied, bystander behaviours; teaching the Gospel values; having a common language; open communication and collaboration.

### **B) Investigation**

- All allegations are taken seriously with the safety of all students being the primary concern.
- Students allegedly engaging in bullying behaviour shall be separated, given the opportunity to speak, and dealt with individually.
- Information related to bullying behaviour shall be gathered and documented from all students involved, including witnesses.
- A Bullying Incident Report may be completed.

### **C) Actions if Bullying Behaviour is Evident**

To address incidents of bullying behaviour we shall take into account:

- a. The developmental and maturity levels of the students involved.
  - b. The levels of physical and / or emotional harm that have occurred.
  - c. The surrounding circumstances and the context in which the incidents occurred.
  - d. The nature of behaviours in the past related to similar incidents or continuing patterns of behaviour.
  - e. The relationship among the parties involved.
- Everyone involved will be informed that there will be an investigation and a follow-up of the incident.
  - The in-school administration or the classroom teacher(s) shall determine whether it is appropriate to contact the parents / guardians of the students involved in the incident.
  - The in-school administration may request assistance from Student Services personnel, the Police Resource Officer, or other appropriate resources.
  - In-school administration will complete a Bullying Incident Report. Upon completing the Bullying Incident Report, the in-school administration will:
- f. Contact the parents / guardians of each student involved and invite them to participate in a meeting to discuss their child's involvement in the incident(s). In most cases separate meetings will be arranged.
  - g. Keep a copy of the Bullying Incident Report and plan of action to be followed by the school, parents / guardians, and all students involved.
- Consequences for bullying may include restitution, community service, participation in a bullying-awareness program, behaviour contract, out of school suspension, or school expulsion (as per Division procedures).
  - Intentionally and falsely accusing another student of bullying behaviour shall be considered bullying behaviour and be dealt with as such.

### **D) Policy Communication**

- The in-school administration shall review this policy at the beginning of each school year with all staff and students, and parent council. The policy will be placed in the school newsletter and / or student handbook.