



ST. AGNES ANTI-BULLYING PROTOCOL

OUR SCHOOL'S SOCIAL VISION

"Seeing Jesus in Others"

WHY WE HAVE IMPLEMENTED A SCHOOL WIDE SYSTEM TO STOP BULLYING

Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion. Therefore our school has adopted the No Bully System for preventing and responding to harassment and bullying during the school day, before and after-school programs, at school field trips, school or Diocesan sponsored events, through social media or any other electronic communication and when students are traveling to and from school. This policy applies to all students, teachers, staff, specialists, and anyone who works on the school campus, whether employed by the school or the Diocese of Oakland, working as contractors, or volunteers.

WHAT IS BULLYING?

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate, intimidate or get power over another less powerful student in any of the following ways:

- **Physical bullying** is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing their money.
- **Verbal bullying** is when a student repeatedly uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- **Relational bullying** is when a student repeatedly and intentionally excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading untrue rumors or gossip.
- **Cyberbullying** is when a student repeatedly uses their cellphone, text messages, e-mails, instant messaging, the Internet or social media to threaten, shame or isolate another student. This is defined in more detail in the Diocesan Telecommunications Responsible Use Policy.

Bullying is different from conflict. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not using bullying to get power over the other student, we are committed to helping our students talk it through.

WHAT IS HARASSMENT?

Bullying may at times amount to harassment. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and/or physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. Our school investigates and responds to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

HOW STUDENTS CAN END BULLYING

Bullying and harassment cause pain and stress to students and are never justified or excusable as “just teasing” or “just playing.” When a student stands by doing nothing, or laughs or posts comments online when others bully, they are participating in bullying.

The students at St Agnes School have agreed to join together to treat others with respect and dignity both online and face-to-face so that we keep our community bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face-to-face.
- If I am the target of bullying to ask the bullying student to stop, or walk away and seek help by telling a trusted adult on campus or by putting a note in the No Bully Box.
- If I see bullying, to be an “upstander” by asking the bullying students to stop or to walk away with the target.
- Never take revenge or ask someone to retaliate against a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as **Solution Coaches** to bring together a Solution Team of students and ask them to end bullying situations. Most Solution Teams successfully end bullying situations after one or two meetings without using punishment.

STAFF, TEACHER, AND PARENT RESPONSE TO STUDENT HARASSMENT AND BULLYING

Our school follows the No Bully System to prevent and respond to bullying and harassment.

Level 1 – Prevent and interrupt

- All teachers, staff, students and volunteers support a campus-wide system for preventing and responding to harassment and bullying.
- Any teacher or staff member who witnesses an act of bullying shall take immediate steps to intervene and redirect students provided it is safe to do so.
 - Name the behavior for what it is (e.g. “That’s a putdown.”)
 - Speak to the intention behind the words or gestures (e.g. “That was meant to hurt.”)
 - Explain the values that their behavior offends – remind them of our school social vision.
 - If more time or privacy is needed, take it.
- If a parent or guardian knows or suspects that his/her child is being harassed or bullied, his/her child should be encouraged to tell the bullying students to stop and/or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying to the school principal or vice-principal. The school can only help if someone reaches out and tells us what is happening. If the child is a target of cyberbullying, please take screen shots and/or print any electronic or digital messages and share these with the school.

Level 2 – Check in with target of bullying and notify the Principal or Vice Principal

- All school staff members are encouraged to watch out for students who appear to be isolated from other students, who are put down by other students behind their back, or who show signs of being bullied.
- If any staff member learns or suspects that a student is the target of bullying, they will check in with the student as soon as reasonably possible. If this appears to be bullying or harassment, the staff member will attempt to resolve the situation and shall tell the respective vice-principal by the end of the next school day. In addition, a report will be generated.

Level 3 – Solution Team, progressive discipline and other responses

- The vice principal investigates and resolves the situation and shall ensure that any report of bullying or harassment and its resolution is documented on the “Bullying Report Form.”
- If this is a case of bullying or harassment, the school will promptly notify the parents or guardians of a target of bullying and the actions taken to prevent any further acts of bullying or retaliation.
- Our school uses a variety of methods to resolve incidents of bullying and harassment.

- **We may refer the target of bullying to get help from a school Solution Coach.** Solution Coaches are teachers and staff members who have been trained by No Bully to bring together Solution Teams of students, including bullies, bystanders, and positive student leaders, and without using punishment to bring the bullying to an end. The Solution Coach records progress using a Solution Team Log and shall report progress to the principal.
- **We may use progressive levels of discipline to redirect bullying students depending upon the severity of the bullying.** The principal or vice-principal may meet with the bullying student, may involve their parents or guardians when determining consequences to change behavior, and inform the student and the parent or guardian that additional consequences will occur if the bullying continues.

Level 4 – Implement an empathy-building action plan

If a pattern of harassment or prejudice is apparent across an entire class or grade, the Solution Coach brings together relevant school staff to implement a plan to teach respect for differences and create a supportive peer culture.

TIMELINE FOR ADDRESSING BULLYING COMPLAINTS.

Depending on the nature of a particular bullying incident, the vice principal may either 1) engage in a disciplinary process or 2) implement a Solution Team process. In either case, once an incident has been reported and it is determined that bullying has occurred, the vice principal will act in a timely manner.

SOLUTION TEAM IMPLEMENTATION

Week One

- The vice principal refers the target of bullying to a school Solution Coach to run a Solution Team.
- The Solution Coach runs the first meeting of the Solution Team.
- The vice principal may implement progressive discipline process.

Week Two

- Solution Coach runs second meeting of Solution Team if this has been initiated.
- Further progressive discipline can occur when necessary.

Week Three

- Third meeting of Solution Team if this has been initiated.
- Target invited to attend this final Solution Team.
- Solution Coach® records progress in Solution Team® Log, schedules three month follow up with target, and notifies the Principal and parents of outcome.

If the school's intervention does not resolve the bullying, the student or his/her parent/guardian should inform the Principal. If the student or parent/guardian disagrees with how the school has responded to a complaint of harassment or bullying, he or she may appeal to the school's Pastor.