

Harassment & Bullying Prevention Policy

(Safe, and Caring School Policy)

(The Policy has been reviewed and updated March 2024)

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Contributions:

The school has developed this policy in consultation with many documents. We wish to give credit to the following documents and organizations for helping us develop our own policy.

- Surrey Schools Safe and Caring Schools Handbook (2014)
- Developing and Reviewing Codes of Conduct: A Companion to the Provincial Standards for Codes of Conduct Ministerial Oder and Safe, Caring and Orderly Schools: A Guide (2004)
- Safe, Caring and Orderly Schools: A Guide (2004)
- FISA's Independent School Discrimination Protection Policy (2016)
- Schedule 1 of the Independent School Act (1996)
- Workplace Bullying & Harassment Prevention Policy (2014) Roman Catholic Diocese of Nelson

Disclaimer:

Guru Angad Dev School reserves the right to modify its policies as needed.

1.0 Safe and Caring School Environment:

The following details the characteristics of a safe and caring school. The characteristics listed here are meant to be a guideline and not all characteristics may be mentioned here.

Guru Angad Dev School endeavors to maintain a safe, and caring school environment. We here at Guru Angad Dev maintain that a safe, caring, and orderly school should be free from:

- bullying, cyber-bullying, harassment, threats, intimidation
- verbal or written abuse
- racism
- violence in any form
- abuse in any form
- theft
- vandalism
- homophobia
- Forms of discrimination including but not limited to:
    - race
    - colour
    - ethnicity
    - gender
    - gender identity and expression
    - sexual orientation
    - culture
    - religion

Safe and caring schools do not tolerate the presence of the following:

- intoxicating or banned substances
- weapons
- intruders
- bullying
- cyber bullying
- harassment
- intimidation

2.0 Anti-Discrimination Policy:

2.1 Policy Purpose:

The school has created this policy to ensure that students feel connected through the relationships that are created between students, staff, and parents that are part of the school community. This is to ensure that Guru Angad Dev School sustains a safe, caring and orderly school environment for all its students. Guru Angad Dev School affirms its commitment to the anti-discrimination principles and values contained in the B.C. Human Rights code, and the charter of rights and freedoms.

2.2 Responsibility of the School:

The school will continuously develop strategies to make students feel valued, respected and connected within the school community.

2.3 Policy:

The safety and well-being of children in Guru Angad Dev School is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm or threat of harm. Therefore, Guru Angad Dev School will endeavor to ensure that children attending its school will experience a learning environment that enables every child to feel safe, accepted and respected. This will include the protection of the students' physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation, or gender identity and expression, while remaining consistent with the school's faith-values, cultural perspectives, and philosophical values.

To help accomplish this goal we will specifically use several guidelines to build a school community.

2.4 Policy Guidelines:

There are many strategies and activities that will be employed within the school to enable students to feel safe, accepted and respected. The school fully acknowledges that some freedom of judgment will be placed on the part of the school to address specific

issues depending on the context. The following are a list of strategies that the school staff can use to help facilitate a safe, orderly and caring school

- Engage students in the decision-making process of policies and activities that build community.
- Engage parents in the educational program and school life of their children
- Encourage parents to share their expectations
- Promote open communication among administrators, teachers, staff, students, families and communities
- Be proactive in connecting with students that are experiencing academic or social issues
- Communicate expectations, values and norms that support positive health and academic behavior in the school community
- Acknowledge students by name
- Be visible within the school during class transitions, breaks, before/after school
- Find ways to acknowledge students for their contributions in the school community, including those where improvement comes only in small increments.

Guru Angad Dev School also affirms that the administration and staff will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of policy.

3.0 Student Code of Conduct:

3.1 Guiding Principles and Policy Purpose:

The School aims at the following principles to create a strong school community that is safe, caring and orderly. To this effect Guru Angad Dev School expects that students will behave as responsible citizens and follow the following guidelines:

- Respecting other students, teachers and staff as well as the school property
- Use of appropriate language
- No vandalism of property
- Practice good citizenship
- Using good common sense
- Acting in a manner that will do good credit to the school name

3.2 Policy:

Guru Angad Dev School is committed to providing safe and caring environments in which all learners can achieve academic excellence, personal growth and responsible citizenship. Guru Angad Dev School promotes a school community that incorporates clearly defined behavioral expectations that are representative of the highest standards of respectful and responsible citizenship. To this end the school expects that all students will adhere to the code of conduct to help promote a community that enables every person to feel safe, accepted and respected.

It is expected that students will adhere to the following:

- Come prepared and in time to school every day
- Respect other students, teachers and staff as well as the school property
- Show respect for and follow the requests and directions of teachers and supervisors
- Use of appropriate language
- No vandalism of property
- Respect other students. Verbal threats, sexual harassment or physical assault of another person is unacceptable and has severe disciplinary consequences
- Practice good citizenship
- Have a hall pass to be out of the class
- No running in the hallways
- Adherence to the school uniform dress code is required during the school hours and when representing the school. Students are expected to wear the school uniform at all times on school property and on school buses
- Refrain from the use of personal electronics while on school property
- No cheating on any assignment

Furthermore, students at Guru Angad Dev School are expected to demonstrate a commitment to learning by coming to school prepared to learn and by contributing to a positive, orderly, and peaceful environment. Students are also expected to respect and honour the rights and dignity of others and themselves.

Students are expected to help make the school a safe place by telling an adult such as a teacher, supervisor or principal about any dangers they have noticed in or around the school. Students are also encouraged and expected to inform teachers, supervisors or principals about any incidents of bullying or harassment they have encountered.

At all times Guru Angad Dev School expects students to act in a manner that gives credit to the school by exhibiting exceptional behavior. The following forms of unacceptable conduct are not permitted in the school.

Unacceptable Conduct can consist of but is <u>not limited</u> to the following:

- Rudeness, swearing, defiance
- Bullying, harassment, intimidation
- Creating unsafe conditions
- Physical violence against other students or staff
- Retribution against a person that has reported incidents
- Theft, damage to property
- throwing objects
- Disrupting the learning of others

4.0 Discipline Policy:

The consequences for unacceptable behavior will be applied in a fair manner. It may vary according to student's age, maturity, or possible disabilities and these will be considered a factor when providing consequences or learning opportunities for students to learn from their mistakes and make appropriate decisions and demonstrate appropriate behavior. Disciplinary action, whenever possible, is preventative and restorative, rather than merely punitive.

The following options for maintaining student discipline can be enforced at the discretion of school staff with regard to age of the student, severity, frequency, and context of the infraction. These consequences are to be in keeping with respect for individual rights, responsibilities, and age/maturity. In addition, special considerations may apply if a student is unable to comply with the code of conduct due to intellectual, physical, sensory, emotional, or behavioral disability.

- Student conference
- Time out /removal from classroom
- Loss of lunch time / playground privileges
- Yellow card/red card during break time infractions
- Behaviour reports
- Parents may be informed through a phone call, note or e-mail, meeting
- In school suspension (the parents are notified)

- Out of school suspension
- Consultation with an external service such as police, fire department, social services
- Confiscation of any electronic devices used without permission
- Expulsion

Guru Angad Dev School also affirms that the administration and staff will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of policy.

Behaviour infractions will be documented either through anecdotal references made by school staff or official reports, whether these records are made is at the discretion of school staff with regard to the severity, context and frequency of infraction(s).

Regard to School Protocol:

It is understood that students will also abide by daily operational procedures in place at Guru Angad Dev School including but not limited to the following:

- Guru Angad Dev School does not tolerate any form of bullying, harassment, intimidation or violence
- Students are expected to arrive to school on time before the start of first period at 8:10am
- If late report to the office to receive a late slip
- Obey rules on all school buses
- Students are to remain on campus from arrival time to dismissal
- Visitors to the school must arrive at the office and sign in.
- Students are to respect all people and to immediately report any bullying or harassment they witness to their teacher, supervisor, or principal
- Personal electronics are not permitted on school property
- Respect all property
- Bus schedule must be followed and students are to report to buses on time ready to leave

Infractions of the above protocols will also be decided on in a case-by-case basis with respect to student age, severity of incident and context and appropriate discipline action will be implemented.

5.0 Harassment and Bullying Prevention Policy:

5.1 Statement of Purpose:

To continue to pursue the creation of a safe, caring and orderly school environment Guru Angad Dev School has developed a specific Harassment and Bullying Prevention Policy to help maintain a feeling of safety and caring in the school.

5.2 Committee:

Schools may have a committee that is multi-disciplinary for investigating allegations of bullying and harassment in Guru Angad Dev School and for making recommendations to any appropriate authority for actions to be taken. The committee shall consist of the Principal, Vice-Principals, and one teacher.

5.3 Definition of Bullying and Harassment:

Bullying and harassment includes any inappropriate conduct or comment by a person towards a student that the person knew or reasonably ought to have known would cause that student to be humiliated or intimidated, but excludes any reasonable action taken by a teacher relating to the management and direction of students.

Examples of conduct or comments that might constitute Bullying and Harassment include: (This is not an exhaustive list but merely an example)

- Verbal aggression, name-calling and personal insults
- Vandalizing personal belongings
- Sabotaging work
- Spreading malicious rumours
- Humiliating initiation practices/hazing
- Personal attacks
- Aggressive/threatening gestures
- Cyber-Bullying (through email, text messaging, social networking, and websites)

These actions can be overt and obvious or covert and subtle and would be considered by a “reasonable person” to be unacceptable.

Bullying and Harassment is not: (This is not an exhaustive list but merely an example)

- Expressing differences of opinion
- Offering constructive feedback
- Making a legitimate complaint about another person's conduct

5.4 Policy:

Students, teachers and employees of Guru Angad Dev School wish to attend an environment that is free from harassment, intimidation and bullying. To achieve the stated intention and goal students' physical safety, social connectedness, inclusiveness and protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation, or gender identity is to be protected by the school.

5.5 Policy Guidelines:

To fulfill the intention of the policy it is expected that students will adhere to the school's code of conduct and infractions of said code will be dealt with using the school discipline policy.

To help facilitate the spirit of the policy students should illustrate the following acceptable behaviours:

- Respect other students, teachers and staff as well as the school property
- Show respect for and follow the requests and directions of teachers and supervisors
- Use of appropriate language
- No vandalism of property
- Respect other students. Verbal threats, sexual harassment or physical assault of another person is unacceptable and has severe disciplinary consequences
- Practice good citizenship

Unacceptable behaviour will not be tolerated in the school, during outside school functions such as field trips, or any after school event. The following is a brief list of unacceptable behaviours keeping in mind that this serves as examples and is not an exhaustive list of all behaviours which may be unacceptable.

Unacceptable Conduct can consist of but is <u>not limited</u> to the following:

- Rudeness, swearing, defiance
- Bullying, harassment, intimidation
- Creating unsafe conditions
- Physical violence against other students or staff
- Violent behaviour
- Retribution against a person that has reported incidents
- Theft, damage to property
- Throwing objects
- Disrupting the learning of others

5.6 Prevention Strategies:

Guru Angad Dev School will endeavor through school development and classroom culture to create a community of students, staff, parents, teachers that is welcoming, kind, and tolerant of all people. Strategies that allow the formation of a community within the school include but are not limited to class discussions, virtues of the month, community development through interaction with each other and other grades or larger community organizations such as charities. The goal is to provide students the opportunities to become involved in the school and larger community to create a whole person **(See Appendix A).**

5.7 Reporting Procedure:

How to Report:

Students are encouraged to report an instance or instances of bullying or harassment to their teacher, parent, principal or vice-principal as soon as possible. Whenever possible or practical the teacher will use the Bullying and Harassment Complaint Form (attached to this document in the resources section) to document the complaint.

When to Report:

Incidents or complaints shall be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

What to Include in the Report:

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Teachers and administrators should attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

5.8 Retaliation:

The school in particular will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the policy. Discipline action, whenever possible, is preventative and restorative, rather than merely punitive. All consequences are to be in keeping with respect for individual rights, responsibilities, and age/maturity.

5.9 Response Strategies:

Any infractions of acceptable behaviour policies in place at the school will be dealt with using the school's discipline policy with specific respect to student's age, maturity, and special needs if any. All discipline action shall be preventative and restorative rather than merely punitive. All consequences should be kept in respect for individual rights (*as outlined in the Charter of Rights and Freedoms*), and responsibilities. Reports should be documented using the complaint form attached in the resources section of this handbook.

It is the intention of the school that this harassment and bullying prevention policy will be used to further implement and promote the schools commitment to a safe, caring and orderly school environment.

5.10 Resources:

Bullying and Harassment Complaint Form

Name: _____ Grade: _____ Class: _____ Date: _____

Recently you were involved in an alleged bullying incident. In order to help prevent such incidents, it is important for you to tell us, in your words, what happened.

1. When did the incident happen? Date: _____ Time of Day: _____

2. Where did it happen?

_____

_____

3. Who was there?

_____

_____

4. What happened?

_____

_____

5. Why did it happen?

_____

_____

6. What could you have done differently to solve the problem?

_____

_____

Teacher's/Principal's Signature: _____

Parent's Signature: _____