

EDUCATION CONNECTION ADMINISTRATIVE GUIDELINES

The EDUCATION CONNECTION administrative staff will strive to create an atmosphere free of bullying behaviors by implementing procedures that ensure:

1. Awareness and involvement on the part of staff and parents with regards to bully/victim problems;
2. Data collection to document bully/victim problems to determine the nature and scope of the problem;
3. Planned professional development programs addressing bully/victim problems;
4. Provision of appropriate supervision by adult staff during recess, lunch and change of classes;
5. Consistent and immediate consequences for aggressive behavior;
6. An atmosphere that promotes pro-social and helpful behavior by students;
7. Development of specific class rules against bullying and ongoing dialogue with students about the impact of bullying behaviors;
8. Timely communication with bullies, with victims, and with the parents or guardians of both groups;
9. A curriculum that promotes communication, friendship, assertiveness skills, and character education;
10. Respectful responses to bullying concerns raised by students, parents or staff;
11. Avoidance of sex-role stereotyping; (e.g. males need to be strong and tough)
12. An atmosphere of team spirit and collaboration;
13. Use of peers to help improve the plight of victims and include them in group activities;
14. Modeling positive, respectful, and supportive behavior for students;
15. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

The above measures are considered part of an effective school wide anti-bullying program.

EDUCATION CONNECTION is fully aware that incidents of bullying are rarely committed in view of supervising adults. Victims are most vulnerable in situations beyond the eyes of staff, such as the playground, buses, restrooms, and bus stops. The most likely adult to be informed by a victim is the parent. Parents are often reticent to inform the school due to the student's fear of reprisal. With this in mind, it is imperative that the parent information section of this policy be implemented to reassure parents that appropriate actions will follow, along with developing an anonymous system of reporting for students.

The swift and consistent actions of the staff and administrators will contribute to building a social climate in which students feel they can trust that all adults are involved in their safety. Therefore, consistent steps of intervention must be taken upon initial awareness of an incident, and in a continued hostile situation.

Steps for intervention:

- Intervene immediately to stop the bullying behavior.
- Talk to the bully and victim separately. If there are several bullies involved, separate them.
- Inform the bully of the unacceptable nature of the behavior and the consequences imposed through the school discipline plan.
- Inform the parents of both the bully and the victim and construct a plan of action to prevent the reoccurrence.
- If peer mediation is deemed appropriate, give special consideration to the intimidating nature of this situation and preserve a balance of power.
- If a student is a frequent victim, involve him or her in social skills groups or assertiveness skills development sessions.
- Monitor the behavior of the bully and the victim regularly as intimidation may continue unseen.
- If the bully does not change behavior despite concerted efforts by school staff, he or she, not the victim, may be removed from the class or situation.

Long-term Preventative Measures:

In order to perpetuate a safe social climate, staff will:

1. Implement procedures to confront bullying in any form.
2. Listen to all parties involved in incidents.
3. Investigate as fully as possible.
4. Refer the matter to a member of the administration.
5. Document the incident with input from all parties.
6. Inform parents of both the perpetrators and the victims of bullying incidents.

7. Promote the use of a range of teaching and learning styles and strategies that challenge bullying behavior.
8. Promote open management styles that facilitate communication and consultation throughout the school setting.
9. Foster by example the values of the school.
10. Promote the use of interventions that are least intrusive and most effective.
11. Hold regular discussions on this issue with administration, staff, students and parents.
12. Develop an anonymous method of student reporting of incidents.
13. Support victims of bullying by means of individual and peer counseling.
14. Initiative efforts to change the behavior of the bullies through class discussions, counseling, reinforcement and sanctions, where appropriate.

Guidelines established: _____