

Mission Statement:

To develop intervention programs that will reduce the prevalence of bullying behaviors and create a safe school that fosters positive learning experiences for all students.

Bullying Prevention Code of Conduct:

1. Students agree not to bully or tease each other and to treat all students and adults with respect.
2. All school staff will immediately confront bullying and teasing if it occurs and agree to treat all students and adults with respect.
3. Students agree to help those being bullied or teased by speaking out or getting adults' help.
4. All students agree to include everyone in their activities when appropriate. No one is to be intentionally left out or shunned.

I. Definition of Bullying

Bullying occurs when one person uses power in a willful manner with the aim of hurting another individual **repeatedly**. It can take several forms:

- *Verbal* as in name calling, personal comments, racial slurs, mocking, dirty looks, taunting.
- *Social/Emotional* as in not being spoken to or being left out of activities, gossiping, spreading rumors.
- *Material* as when possessions are stolen or damage to personal property takes place.
- *Physical* as in physical assault, pushing, shoving, spitting, threatening with a weapon.

Bullying is not the same thing as a disagreement between two people. Use the **PIC** criteria to determine if you or someone you know is being bullied:

P: was the behavior *purposeful, intentional*, to inflict harm on another person?

I: was there an *imbalance of power* between the students, physical or psychological? Is the bully bigger, older, or more popular? Bullies know their victims have less power and are unable to defend themselves.

C: was the behavior *continual*? That is, did it happen more than once? Bullying is not a one-time incident. Bullying interactions are carried out continually, over time.

Bullying will not be tolerated at Hollifield Station Elementary School. It is not an acceptable part of growing up. Every student has the right to enjoy learning and leisure free from intimidation.

Bullying Prevention Policy
Hollifield Station Elementary School

II. Reporting bullying

Students can report bullying to any staff member (by completing the Bully Proofing Student Referral Form or by asking for a private meeting). When bullying is reported, appropriate action will follow either on the day or the next school day.

Responses of Students:

Talk to someone you can trust. At home this could be a parent, friend or relative. In school, it could be your teacher, school counselor, psychologist, administrator, another teacher or staff member.

If the first person you talk to doesn't really help, don't give up. Speak to someone else. In school, action will be taken either the same day or the following school day at the latest.

If you can, write down everything the bullies have done or have said to you and try to write down how you feel. When you have found someone you can trust and who is helpful, discuss what you have written with that person. Be very careful to write down things that really happened (see the Bully Proofing Student Referral Form).

If you find it difficult to talk to an adult, ask one of your friends to come with you, or ask them to speak for you.

If you prefer, you can write a note to your school counselor or psychologist and put it in the mailbox in the school counselor's office.

Most importantly, do something. Sometimes bullying stops quickly but doing nothing means it may continue until someone is seriously upset or hurt. That could be you, or the bullies may find new victims. If their behavior is not challenged, they are unlikely to stop.

What not to do

Don't try to deal with the problem on your own. Ask for help.

Don't hit the bullies. You and the bully might both be injured and you might end up being accused of bullying yourself.

Always tell the truth about what has happened. Don't exaggerate. If a small part of what you are saying is shown to be untrue, then people may not believe the rest of what you tell them.

Don't believe the lies that the bullies tell about you.

Bullying Prevention Policy Hollifield Station Elementary School

Don't hide what is happening from the adults you trust. Keeping things secret is the bully's biggest weapon against you. That is why they go to so much trouble to try to stop you from telling.

Always remember that bullies tend to focus on something you have, but wish they had. Make a list of all the things you enjoy and concentrate on them.

Working together

You do not have to be the victim to do something. It is wrong to do nothing when you see someone being bullied. The bullies may think that you approve of what they are doing. Part of the fun that bullies have comes from the attention they get from others who are watching. You can help by:

- Reporting the bullies to your school counselor, psychologist, administrators, teachers and staff
- Telling the bullies to stop and that what they are doing is wrong
- Talking to the victim and giving them advice
- Talking with friends about dealing with bullies
- Designing anti-bullying posters
- Including the victim in recess activities, sitting with them at lunch, or other times when the victim may be alone.

Are you a bully?

If you are bullying someone you need help and advice too!

First of all you need to stop and think!

Think how you would feel if you were the person you are bullying. Your actions are wrong and hurtful.

If you are part of a group of friends with someone who is a bully, you must refuse to join in. If you are thinking, "they won't be friends with me if I did that", then ask yourself if these friends are really worth having.

Often people who are bullying someone are unhappy with themselves or something in their lives. Taking this out on others is not going to help, because they will regret their actions and feel worse.

If you are unhappy, you can talk to someone. Talk to someone you can trust.

Bullying Prevention Policy
Hollifield Station Elementary School

III. Responses of staff

All reports of bullying, no matter how trivial, will be investigated and dealt with by classroom teachers. In that way students will gain confidence in “telling”. This confidence factor is of vital importance.

The following step procedure will be used for students who bully:

First Offense: Record bullying incident on the teacher referral form
 Counsel student concerning incident in private

Second Offense: Record bullying incident on the teacher referral form
 Counsel student concerning incident in private
 Inform student’s parents
 Determine consequences from teacher referral form

Third Offense 1. Record bullying incident on the teacher referral form
 2. Inform student’s parents.
 3. If necessary, set up a meeting with the student, his or her
 parents, *and school counselor and/or school psychologist*.
 Determine consequences from teacher referral form
 Include counseling and reeducation for the student

Chronic, Serious Record bullying incident on the teacher referral form
Bullying Set up a meeting with the student, his or her parents, school
 counselor, psychologist *and administration*
 Determine consequences from teacher referral form
 Set up counseling for the student
 Move student out of class if necessary

- Incidents of aggression will be dealt with according to the schools’ Code of Discipline. If it is concluded that a student has been engaged in bullying behavior, it will be made clear to him/her that such behavior is not acceptable and explained why a consequence is given. Encourage the bully to see the situation from the victim’s point of view.
- Teachers who are investigating cases of bullying behavior will keep a written record of their discussions with those involved. It may also be appropriate or helpful to ask those involved to write down their account of the incident (see Teacher Referral Form).
- When analyzing incidents of bullying behavior, the teacher will seek answers to questions of what, where, when, who and why, in a calm manner, setting an

Bullying Prevention Policy
Hollifield Station Elementary School

example in dealing effectively with the conflict in a non-aggressive manner (see Teacher Referral Form).

- In cases where it has been determined that bullying behavior has occurred, meet with the parents or guardians of the two parties involved as appropriate to (a) explain actions being taken and the reasons for them, referring them to the school policy, (b) discuss ways in which they can reinforce or support the actions taken by the school.
- Schedule separate follow-up meetings with the two parties involved, with a goal to possibly bring them together at a later date if the victim is ready and agreeable.
- Support staff such as bus drivers, custodians, lunch monitors, recess monitors are encouraged to report any incidents of bullying behavior witnessed by them, to the teaching staff (see Disciplinary Referral Form).

The following strategies should be used when dealing with targets of bullying:

- Listen, be compassionate and use a calm voice
- Provide as much privacy as possible
- Reassure the student that they were right to come to you and that you will take action
- Speak separately to the students involved in an attempt to get both sides of the story. All interviews will be conducted with sensitivity and with due regard to the rights of all the students concerned. Students who are not directly involved can also provide useful information in this way. Encourage students to identify solutions.
- Continue to offer help, advice and support to the victim, Have follow up conversations with the students.

IV. Bullying Prevention Strategies

- Classroom Pledge signed by all students
- Policy signed by parents and students and reviewed by school staff
- Bullying prevention posters visible around school
- School wide assemblies
- Morning announcements
- “Holligrams”
- Hierarchical Consequences (includes formative and prosocial consequences)
- Counseling provided by school counselor or psychologist to victims and bullies
- Classroom instruction K-5
- Ongoing staff training
- Parent workshops
- Increased supervision during lunch/recess, and playground areas

**Bullying Prevention Policy
Hollifield Station Elementary School**

V. Monitoring and evaluation

Bullying prevention surveys are distributed to staff, students, and parents and analyzed.

Training feedback is obtained from students, staff and parents.

Program data will reflect suspension, discipline, and Instructional Intervention Team data on the School Improvement Plan.

Data will be collected and analyzed via Student/Teacher Referral Form, HCPSS Discipline Form, informal student/teacher/parent contact.

Students with excessive incidents of bullying may be:

- Suspended based on BOE Policy
- Referred to the HSES Instructional Intervention Team
- Referred to the appropriate Administrative Director at the Department of Education for further disciplinary action.