



**El Alsson**

British & American International School

Developing Successful 21<sup>st</sup> Century Citizens

# SENIOR SCHOOL ANTI-BULLYING POLICY

To be read in conjunction American Code of  
Conduct

2016-2017

This Policy is to be reviewed annually and updated as and when changes occur.



## **Statement of Intent**

El Alsson School is committed to providing a safe and caring learning environment for all of our students. El Alsson School wants all students to develop the skills and qualifications necessary to become successful 21st Century citizens, in a peaceful and secure atmosphere. For this reason:-

### **Any kind of Bullying is unacceptable at El Alsson School**

If bullying occurs, all students should be able to tell someone and feel safe knowing that incidents will be dealt with promptly and effectively.

### **We are a CARING school**

This means that anyone who knows that bullying is happening is expected to tell a member of staff, so that it can be dealt with swiftly and appropriately.

## **Scope**

In El Alsson school, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop his/ her full potential. All forms of bullying are unacceptable at our school and any instances will be recorded and, where appropriate, will result in disciplinary action. This policy covers conduct that takes place in the school, on school property, at school activities, on school buses, and at school car area. This policy also pertains to usage of electronic technology and electronic communication. This policy applies to the entire school community, including students, teaching and non-teaching staff, parents and volunteers.

## **Notice**

This policy will be included in any student Code of Conduct, disciplinary policies, student handbooks and school websites.

## **Definition of Bullying**

Bullying is repeated verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or a group of students towards one or more student. Cyber bullying refers to bullying through information and communication technologies.

## **Types of Bullying:**

### **Physical Bullying**

This type of bullying basically involves the use of physical force. This bullying technique may involve spitting, shoving, kicking or even punching. In most instances, the aggressor is physically larger than the victim or may be wants to show off within the group. The idea behind physical bullying is for the bully to establish superiority and continued control over a victim.

### **Verbal Bullying**

Verbal bullying incorporates the use of words to carry out an act of bullying. In this type of bullying, the aggressor also known as the bully tries to verbally upset the victim through taunting and teasing. The verbal assault might focus on an individual's appearance, lifestyle choices, intellect, skin color and even ethnicity. Most verbal bullies have a low self-esteem and tend to bully others so as to increase their social standings and feel better about themselves.

### **Emotional Bullying**

Also known as relational aggression, emotional bullying is the act of an aggressor attacking a victim on an emotional level. Emotional bullying is most common in relationships whereby, one partner might make statements or act in such a manner as to bring about distress to the other partner. Emotional bullying may also involve the spreading of rumors, excluding an individual from certain activities, refusing to talk to someone and even making statement with an intention of hurting a person's feelings.

## **Cyber bullying**

Known types of Cyber bullying:

1. Flaming: sending an angry or confrontational message on the Internet in an effort to upset someone
2. Online Harassment: repeatedly sending awful messages by e-mail, instant messages in a chat room
3. Denigration: making offensive, hurtful or untrue statement about a person for others to see online
4. Masquerading: pretending to be another person and sending/posting offensive information online that places that person in a vulnerable/embarrassing situation or damages his/her reputation
5. Outing: sending or posting sensitive or embarrassing information about a person online, including forwarding private messages or pictures
6. Trickery: deceiving a person into disclosing private information that is then placed online for public viewing.
7. Exclusion: intentionally excluding a person from an online group

## **What are warning signs that my child is being bullied?**

Your child might be experiencing bullying if he or she:

- Has unexplained cuts, bruises, scratches and/or missing or torn pieces of clothing.
- Seems afraid to go to school or other social activities.
- Spends no time with friends or seems to have very few friends.
- Has lost interest in school work or suddenly begins to do poorly in school.
- Appears sad, moody, teary or depressed when he or she comes home from school or other activities.
- Complains of chronic pains such as headaches or stomach aches.
- Suddenly experiences a change in sleeping patterns (either too much or not enough sleep) or has frequent bad dreams.
- Experiences a change of appetite or eating patterns.
- Appears anxious and suffers from low self-esteem.

If your child is being bullied, he or she may display one, all or even none of these warning signs. So be alert for any changes in your child's behavior and talk to him or her frequently about what is going on at school and in other activities.

## **Response to Bullying**

**EI Alsson School has a responsibility to respond promptly and effectively to issues of bullying.**

### **Objectives of this Policy**

- All members of the school community should know that bullying will not be tolerated.
- The Directors, all teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- The Directors and teaching and non-teaching staff should know what the school policy on bullying is, and follow it when bullying is reported.
- All students and parents should know what the school policy on bullying is, and what they should do if bullying arises.
- As a school we take all reports of bullying extremely seriously. Pupils and parents should be assured that when bullying is reported they will be supported, and the incident thoroughly investigated

### **Roles and Responsibilities**

#### **Student:**

- Treating each other respectfully
- Refusing to bully others
- Refusing to let others be bullied
- Refusing to watch, laugh, or join in when someone is being bullied
- Trying to include others in play, especially those who are left out
- Reporting bullying to an adult

#### **Parent:**

- Encouraging your child not to engage in harmful teasing
- Listening to your child if he/she reports being bullied
- Report signs of being bullied to the school administrators
- Encouraging your child not to exclude others or spread rumors or gossip
- Supporting the school if your child is identified as having engaged in bullying behavior
- Helping your child to understand how hurtful it feels to be excluded, bullied, or harassed

**Staff:**

- Setting clear expectations for students and establishing school and classroom routines
- Creating safe school and classroom environments for all students
- Using appropriate and positive responses and reinforcement, even when students require discipline
- Using positive behavioral supports
- Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors
- Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development
- Using the Internet safely
- Supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

**Counselor:**

- Modeling, teaching, rewarding pro-social, healthy, and respectful behaviors;
- Meet with the accused and victim to raise awareness of bullying prevention
- Promote and model the use of respectful language
- Foster an understanding of and respect for diversity and difference
- Use positive behavioral intervention strategies
- Teach students skills including positive communication, anger management, empathy for others, respect, civility, and manners.

**Bullying Prevention and Intervention**

1: Any student who is the target of bullying or cyber bullying or has witnessed an incident of bullying or cyber bullying or otherwise has relevant information about bullying or cyber bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to at the Guidance office. Students may also report bullying incidents by completing a bullying report form available on sycamore and email the form to the Guidance office: [ashalaby@alsson.com](mailto:ashalaby@alsson.com).

2: Teaching and non-teaching staff requirements to report bullying: they are required to make a report to the Division Advisor whenever they observe or become aware of an alleged incident of bullying. The Behavior advisor will follow up the verbal report by completing a bullying incident report form

## Investigation of a Bullying Report

1. It is generally agreed, that teachers who confront an incident of bullying (observed or reported) have the initial responsibility for taking positive action using different practices such as assertiveness, restorative questioning and one-to-one discussion. When the instance of bullying is severe or when the student continues to engage in bullying behavior, a teacher needs to know who he/she can speak with Behavior Advisor about a student who has bullied and who can take follow-up action.
2. Once the Guidance office receives a report of an alleged bullying incident, the Guidance Counselor will initiate an investigation of the alleged bullying incident within one school day from the date the initial report was received by the Guidance office.
3. If the incident is determined to be a bullying incident and an investigation is completed, appropriate disciplinary response and follow up services for both the targeted student and the student exhibiting bullying behavior will be implemented. The Assistant Principals shall have overall control and responsibility for the implementation of the behavior continuum. The Assistant Principals will be responsible for the disciplinary action of any student accused of bullying behavior.
4. Follow-up services will include support services for the targeted student and bullying prevention education for the student exhibiting bullying behavior. For referred students, the plan could involve the use of a behavioral contract, 1:1 social and emotional mentoring (resilience, conflict resolution, empathy training), and more intensive work with students and consultation sessions to parents. For referred students who are functioning at lower levels of wellbeing (additional emotional and behavioral difficulties), under-achievement, delays in resilience, social skills and values, learning capabilities and who have weaker connections with positive adults and programs in their school, home, and community, individualized, long-term, strength-building and behavior intervention plans can be developed and implemented. For those students who present with significant mental health problems (e.g., conduct disorder, ADHD) along with bullying behavior, the Guidance office may need to make a referral of the student and his/her family to an outside health agency or child psychologist who may offer a greater range of family support services and types of therapy.
5. If the incident is determined not to be bullying, the school will address any student misconduct in accordance with the school's code of conduct

## **Reporting Bullying Incidents to Parents**

### **1. Parents of targeted students**

The Assistant Principals will inform that parents of the targeted students that a report of bullying was received and an investigation has been initiated. The Assistant Principal will discuss the investigation results and if bullying was found to have occurred, there will be a follow up plan for the targeted student set by the Guidance Office and liaised by the Division Advisor.

### **2. Parents of the student exhibiting bullying behavior**

The Assistant Principals will inform the parents of the alleged bully that a report of bullying was received and an investigation has been initiated. The Assistant Principal will discuss the investigation results and if bullying was found to have occurred, there will be further discipline consequences based on school Code of Conduct

## **Policy Outcome:**

Procedures and Interventions:

- Direct responsibility of bullying incident by students.
- Once identified, bully, victim and witnesses spoken with, and all incidents or allegations of bullying fully investigated and documented.
- Both bully and victim offered counseling and support in individual meetings and in combined/ mediated setting if appropriate.
- Staff liaison.
- If bullying is significant or ongoing, parents will be contacted and consequences implemented consistent with the school's Student Code of Conduct.

## **Post-violation policy outcomes:**

Discipline consequences for bullies may involve:

- formal apology
- after school detention
- school suspension.
- exclusion from class.
- exclusion from break time.
- expulsion



# BULLYING INCIDENT REPORT FORM

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Repeat infraction? YES NO

Location of Incident (circle all that apply):

Hallway Bathrooms Classroom PE changing room  
Playground Locker area To/From School Bus After School Program  
School Event Text/Phone/Internet/Social Media Other: \_\_\_\_\_

Name of victim(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of bullies(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of witnesses/bystanders \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Type of Bullying:

\_\_\_\_\_ Physical: Result in injury? YES NO Reported to School Nurse? YES NO

\_\_\_\_\_ Verbal: \_\_\_\_\_ Relational: \_\_\_\_\_ Cyber bullying

## Bullying Behaviors (circle all that apply):

Shoved/Pushed Hit, Kicked, Punched Threatened Stole/Damaged Possessions  
Excluded Taunting/ridiculing Writing/Graffiti Told Lies or False Rumors  
Staring/Leering Intimidation/Extortion Demeaning Comments  
Inappropriate touching Cyber-bullying using: Text messages Website Email  
Other: \_\_\_\_\_

**Reported to Guidance Office by (circle all that apply):**

Staff                      Student                      Bystander                      Victim/Target                      Parent

Bus compliant                      Anonymous                      Other: \_\_\_\_\_

Describe the details of the incident(s), including the names of all who were involved, what each did, and specific words and actions. If you have attached additional sheets, please check here:

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Physical Evidence? Notes

Email: \_\_\_\_\_  
Website: \_\_\_\_\_  
Whatsapp: \_\_\_\_\_  
Other: \_\_\_\_\_

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*This report was received by: (print name)* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_ *Time:* \_\_\_\_\_