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*Policy Name:*           **Bullying Prevention & Intervention**

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## **Guidelines**

### **1. Prevention and Awareness-Raising Strategies**

The Keewatin-Patricia District School Board will engage in bullying prevention strategies that include, but are not limited to:

- i) The development and implementation of a Character Development policy and program;
- ii) Placing an emphasis on developing healthy relationships;
- iii) The inclusion of bullying prevention in daily classroom teachings (e.g., by including books that deal with bullying on reading lists and in school/classroom libraries);
- iv) Providing opportunities for students to participate in leadership training activities;
- v) Providing opportunities for training on cultural sensitivity and on respect for diversity and special education needs.

### **2. Intervention and Support Strategies**

The Keewatin-Patricia District School Board will address incidents of bullying in a timely and appropriate manner. Interventions and supports may include, but are not limited to:

- i) A focus on Character Development, with an emphasis on building positive interpersonal relationships and respect for others;
- ii) Ongoing professional development for staff in the areas of Character Development, bullying prevention and appropriate interventions and supports;
- iii) Procedures that allow students to report bullying incidents safely and in a way that will minimize the possibility of reprisal;
- iv) Ongoing support for offenders and victims of bullying as well as those who have been affected by observing bullying;
- v) A progressive approach to student discipline, ranging from early intervention to intensive interventions in cases of persistent bullying.

- 2.1 For a student with special education needs, interventions, supports, and consequences must be consistent with the student's strengths, needs, goals, and expectations contained in his or her Individual Education Plan (IEP).

### **3. Responding to Incidents**

All employees of the board must take seriously all allegations of bullying behaviour and act in a timely, sensitive, and supportive manner when responding to students who disclose or report bullying incidents.



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3.1 Board employees who work directly with students – including administrators, teachers, and non-teaching staff (including staff in social work, child and youth work, psychology, and related areas, and educational assistants) – must respond to any student behaviour that is likely to have a negative impact on the school climate. Such behaviour includes all inappropriate and disrespectful behaviour at any time at school and at any school-related event if, in the employee's opinion, it is safe to respond to it, in accordance with subsection 300.4 of Part XIII of the Education Act and Ontario Regulation 472/07. Such inappropriate behaviour may involve bullying.

#### 4. Reporting to the Principal

The purpose of reporting incidents of inappropriate and disrespectful behaviour is to ensure that the principal is aware of any activities taking place in the school for which suspension or expulsion must be considered.

4.1 Section 300.2 of Part XIII of the Education Act states that an employee of the board who becomes aware that a student at a school of the board may have engaged in an activity for which suspension or expulsion must be considered shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day.

4.2 In cases where an immediate action is required, a verbal report to the principal may be made. A written report must be made when it is safe to do so. All employee reports made to the principal must be confirmed in writing, using the “Safe Schools Incident Reporting Form – Part I” in Appendix A to this Policy. The principal must provide the person who submitted the report with written acknowledgement of receipt on the “Safe Schools Incident Reporting Form – Part II” in Appendix A to this Policy. Each report will be assigned a report number.

4.3 If the principal has decided that action must be taken as a result of an incident of bullying, he or she will file a copy of the reporting form with documentation indicating the action taken in the Ontario Student Record (OSR) of the student whose behaviour was inappropriate. The names of all other students that appear on the form – both aggressors and victims – must be removed from the form before it is filed in the student's OSR.

4.4 Where the principal has taken action in the case of more than one student, a copy of the reporting form and documentation indicating the action taken must be filed in the OSR of each student whose behaviour was inappropriate. The names of all other students that appear on the form – both aggressors and victims – must be removed from the form before it is filed in the OSR of the student whose behaviour was inappropriate.



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- 4.5 In the case of the victim, no information about the incident must be placed in his or her OSR, unless the victim or parent of the victim expressly requests that it be placed in the OSR.
- 4.6 In situations where the victim is also an aggressor and the principal has taken some action short of suspension, no information about the incident must be placed in this student's OSR if the principal has decided not to notify this student's parents. However, if the principal has notified this student's parents, information regarding the incident and the action taken will be placed in the OSR.
- 4.7 The form and documentation must be kept in the OSR for a minimum of one year unless the board has required a longer period.
- 4.8 In all cases, the principal must provide the employee who reported the incident with written acknowledgement of receipt of the report, using the "Safe Schools Incident Reporting Form – Part II" in Appendix A to this Policy, and must specify whether action has been taken or no action is required. If no further action is taken by the principal, the principal is not required to retain the report, and should destroy it. Information that could identify the student(s) involved must not be part of the acknowledgement.
- 4.9 In addition to employees of the board, school bus drivers must report such incidents in writing to the principal of the school. Bus driver reporting requirements must be included in transportation policies and contracts. The Keewatin-Patricia District School Board, at the discretion of the Director of Education or designate, may require other non-board employees who come into direct contact with students on a regular basis, as outlined in subsection 300.4 (5.3) of Part XIII of the Education Act, to report such matters to the principal.
- 4.10 In circumstances where board employees have reason to believe that a student may be in need of protection, according to the requirements of the Child and Family Services Act, board employees must continue to call a Children's Aid Society.

## 5. Notice to Parents

- 5.1 If the principal believes that a student of the school has been harmed as a result of an activity for which a student must be considered for suspension or expulsion, the principal shall, as soon as reasonably possible, notify the parent or guardian of the student.
- 5.2 A principal shall not, without the student's consent, notify a parent or guardian of a student who is:
- i) 18 years or older;



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ii) 16 or 17 years old and has withdrawn from parental control.

5.3 A principal shall not notify a parent or guardian of a student under this section if in the opinion of the principal doing so would put the student at risk of harm from a parent or guardian of the student, such that the notification is not in the student's best interests.

5.4 If a principal does not notify a parent or guardian of the student who they believe has been harmed because of 5.3 above, the principal shall,

- i) document the rationale for the decision not to notify a parent or guardian of the student;
- ii) inform the appropriate supervisory officer of the decision not to notify the parent or guardian of the student;
- iii) if a teacher informed the principal of the harm, inform the teacher of the decision not to notify the parent or guardian of the student; and
- iv) if the principal determines it is appropriate to do so, inform other board employees of the decision not to notify the parent or guardian of the student.

5.5 When notifying a parent or guardian of a pupil under this section, the principal shall disclose,

- i) the nature of the activity that resulted in harm to the pupil;
- ii) the nature of the harm to the pupil; and
- iii) the steps taken to protect the pupil's safety, including the nature of any disciplinary measures taken in response to the activity.

5.6 When notifying a parent or guardian under this section, the principal shall not disclose the name of or any other identifying or personal information about a pupil who engaged in the activity that resulted in the harm, except in so far as is necessary to comply with subsection 5.5.

## 6. Roles and Responsibilities

6.1 The Keewatin-Patricia District School Board will:

- i) Implement and uphold the Code of Conduct and its standards for respect, civility, responsible citizenship and physical safety;
- ii) Seek input from school councils and review this policy regularly with students, staff, parents or guardians, the Special Education Advisory Committee, and the Native Education Advisory Forum, in order to determine the effectiveness of this policy;



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- iii) Clearly communicate the expectations of this policy to all parents, students and staff in a manner that invites their commitment and support;
- iv) Ensure effective prevention and intervention strategies related to bullying behaviour are implemented;
- v) Provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to promote safe and nurturing learning and working environments;
- vi) Require that all schools develop bullying prevention and intervention plans as part of their School Improvement Plans;
- vii) Establish a monitoring and review process to determine the effectiveness of this policy.

**6.2 Principals will:**

- i) Implement and uphold the Code of Conduct and its standards for respect, civility, responsible citizenship and physical safety;
- ii) Develop school level bullying prevention plans as part of their School Improvement Plans that are consistent with the policies of the Board and include the following:
  - a) The definition of bullying
  - b) Prevention and awareness-raising strategies
  - c) Intervention and support strategies, including plans to protect victims
  - d) Reporting requirements
  - e) Training strategies for members of the school community
  - f) Communication and outreach strategies
  - g) Monitoring and review processes
- iii) Ensure effective prevention and intervention strategies related to bullying behaviour are implemented;
- iii) Provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to promote safe and nurturing learning and working environments;
- iv) Establish a safe school team responsible for school safety that is composed of at least one student (where appropriate), one parent, one teacher, one support staff member, one community partner, and the principal. An existing school committee may assume this role.

**6.3 School staff, under the leadership of their principals, are expected to:**

- i) Implement and uphold the Code of Conduct and its standards for respect, civility, responsible citizenship and physical safety;



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- ii) Ensure effective prevention and intervention strategies related to bullying behaviour are implemented, including a progressive approach to student discipline;
- iii) Clearly communicate the expectations of this policy to all parents and students in a manner that invites their commitment and support;
- iv) Empower students to be positive leaders in their classroom, school, and community;
- v) Maintain consistent standards of behaviour for all students;
- vi) Model appropriate demeanour and respect for all members of the school community;
- vii) Support procedures that allow students to report bullying incidents safely and in a way that will minimize the possibility of reprisal;
- viii) Provide ongoing support for offenders and victims of bullying as well as those who have been affected by observing bullying.

6.4 Students are expected to:

- i) Uphold the Code of Conduct and its standards for respect, civility, responsible citizenship and physical safety;
- ii) Show respect for himself / herself, for others and for those in authority;
- iii) Refrain from bullying behaviour;
- iv) Follow the established rules and take responsibility for his or her actions;
- v) Refrain from engaging in activities which could have a negative impact on the school climate;
- vi) Support procedures that allow other students to report bullying incidents safely and in a way that will minimize the possibility of reprisal;
- vii) Provide ongoing support for offenders and victims of bullying as well as those who have been affected by observing bullying.

6.5 Members of the school community are expected to:

- i) Uphold the Code of Conduct and its standards for respect, civility, responsible citizenship and physical safety;
- ii) Encourage and assist students in following rules of behaviour, dealing appropriately with incidents of bullying, and reporting bullying incidents to the school;
- iii) Support procedures that allow students to report bullying incidents safely and in a way that will minimize the possibility of reprisal;
- iv) Provide ongoing support for offenders and victims of bullying as well as those who have been affected by observing bullying;
- v) Assist school staff in dealing with disciplinary issues related to bullying.