

# Harassment and Bullying Prevention Policy



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Reference: CISPG Policies <http://cispg.ca/wp-content/uploads/2018/04/CISPG-Policy-Manual-1.pdf>  
#502 - Student Discipline; #506 - Student Suspension and Expulsion;  
#507 - Discrimination Protection; #510 - Safe School Environment

Annunciation School is committed to providing a safe, caring and orderly environment which includes the protection of all students' physical safety, social connectedness, and 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 our Catholic faith-values, cultural perspectives and philosophical values. We aim to create an atmosphere of kindness, mutual support and generosity based on Gospel values.

As members of Annunciation School, students and staff are expected to treat each other with kindness and respect. Any actions, physical or verbal, whether in jest, through thoughtlessness or deliberate intent, that infringe upon the dignity or well-being of others are contrary to the rules of the school. This includes bullying, harassment, intimidation, threatening or violent behaviours while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school environment.

## **Student Code of Conduct**

As a student at Annunciation School, I will:

- ✓ Be gentle and caring to other students, staff members and parents.
- ✓ Participate fully and safely in all activities and put my best effort into all assignments.
- ✓ Be a friend to the environment (no littering, no wasting materials)
- ✓ Be prepared with all necessary materials and a positive attitude for each day.

## Discipline Policy

There is a general expectation that as children mature, more responsible behavior is expected of them. Children are to accept personal responsibility for their actions. We encourage students to report any problems or issues in a calm and respectful manner, and to take part in resolving any conflicts.

### **Consequences:**

General school rules and procedures are taught to students and practiced throughout the school year. These rules and procedures are also communicated to parents by the classroom teacher. In response to unacceptable conduct, staff will use consistent and fair consequences to correct the behaviour, keeping in mind the age, maturity, or special needs of the student.

For recurring minor misbehaviours, or problems with homework completion, the teacher will contact parents and discuss ways to correct behaviour and support the student both at home and at school.

If the pattern of behaviour continues, or for more serious behaviours, the student will be referred to the office and staff will file a behaviour form with the principal. If warranted, parents will be called and a meeting may be set up with the parent, teacher and principal. Depending on the age of the student, he/she may be part of this meeting. A behaviour plan will then be created, stating expectations and further consequences. A child may be suspended until this meeting takes place. The student may face an escalating suspension policy, depending on the circumstances and severity of the incident; suspensions may be in-school, partial-or-full-day at home, multiple days at home, or for very serious offenses, expulsion.

**If a student exhibits repeated behaviours that harm or disturb another student, it will be considered bullying.** The student will be referred to the principal and his/her parents will be contacted. Removal of privileges (such as playground recesses) or suspension from school may be warranted. A behaviour plan will be agreed upon by the principal, teacher, parents and student in order to support behavioral change while protecting other students. All classes engage in anti-bullying lessons throughout the school year which focus on developing healthy friendships, encourage reporting of harmful behaviours, and support for affected students.

*Annunciation School commits to taking all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the policy.*