

“Take the H.I.N.T.”



Harassment is Never Tolerated

St. Francis Junior High School Harassment Policy

Developed – April 7, 1998

Revisited – November 2, 2000

Revisited October, 2012

Revisited 2022

ST. FRANCIS JUNIOR HIGH SCHOOL

Mission Statement

We are a Catholic Faith community dedicated to educating and fostering the growth of responsible citizens who are lifelong learners encouraged to live and celebrate our faith.

Vision Statement

St. Francis Junior High School is a Christ-centered learning community where all achieve their potential.

District Goals and St. Francis Junior High Goals

1. To celebrate the values and traditions of our Catholic faith through faith development of staff members and by providing a high quality religious education program for our students.
2. Provide high quality learning opportunities for our students
3. Excellence in student outcomes
4. The School division and St. Francis School are highly responsive and responsible to the Catholic Community
5. Aboriginal students achieve the same levels of success at schools as non-Aboriginal students in an environment where cultures and values are respected and reinforced.

Motto

"Bringing to Light the Best We Can Become"

Alberta Education defines bullying as the following:

Bullying is a relationship problem. It is the assertion of interpersonal power through aggression. Bullying involves:

- **repeated** and consistent negative actions against another
- an imbalance of power between the bully and the target
- contrasting feelings between the bully and the target as a result of the bullying episode (the child who bullies may feel excited, powerful or amused, while the target feels afraid, embarrassed or hurt).

Take the H.I.N.T - Harassment is Never Tolerated

This policy includes:

Rationale
Definition of Bullying
Aims of Harassment Policy
Raising Awareness through the Curriculum
Giving Students an Opportunity to Talk
Procedure for Investigating Incidents
Definite and Fair Consequences
Responsibilities of Stakeholders
Presenting the Policy
Evaluation of the Policy
Credits

* Within this document, the terms ‘bullying’ and ‘harassment’ may be used interchangeably.

Rationale

Alberta Education supports schools that are safe, caring, orderly, positive, productive, respectful and free from the fear of physical and emotional harm.

"A safe and caring school is an environment wherein all are accorded respect and dignity, and their safety and well-being are paramount considerations." (*Supporting Safe, Secure and Caring Schools in Alberta*)

It is the right of every person in St. Francis Junior High School to be safe from bullying. The school is committed to ensure that every member of our school community enjoys the right to participate in school life at its fullest. All instances of bullying that violate that right are totally unacceptable.

Definition of Bullying

The four most common types of bullying are:

- **Verbal Bullying**—name calling, sarcasm, teasing, spreading rumours, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.
- **Social Bullying**—mobbing, scapegoating, excluding others from a group, humiliating others, damaging someone's social reputation, gestures or graffiti intended to put others down.
- **Physical Bullying**—hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.

- **Cyber Bullying**—cyberbullying occurs when a student engages in bullying behaviour electronically, and includes activities such as: creating a web page or a blog while pretending to be someone else; impersonating another person as the author of posted content or messages; or communicating material or messages to more than one person or posting on an electronic platform that can be accessed by one or more persons.

Aims of Harassment Policy

The aims of this harassment policy are:

1. Educating our school community on the negative effects of bullying.
2. Preventing bullying.
3. Dealing with bullying if it occurs.
4. Building on our school discipline policy.
5. Fulfillment of our school goals

Giving Students an Opportunity to Talk

Students at St. Francis Junior High School will be encouraged to discuss and/or e-mail issues of bullying by seeking out a person whom they trust:

1. Administration (see ‘Procedure for Investigating’)
2. Staff – teachers, support staff
3. Peers.
4. Counselor.
5. F.N.M.I. (First Nation, Métis, Inuit) School Worker
6. Youth Engagement Officer (YEO)
7. Parent/Guardian(s)

Procedure for Investigating Incidents

As administration becomes apprised of potential bullying situations, the following steps will be taken:

1. Listen to the victim and/or advocate and document the incident(s).
2. Investigate the incident(s).
3. Listen to the alleged bully and document their perspective.
4. Investigate the incident.

Definite and Fair Consequences

At the discretion of administration, the following consequences will be followed if an incident of bullying has occurred:

1st Offense

- The purpose of this step is to officially warn a potential bully that his/her actions are hurting another student and if they do not stop they will advance to the next step.
- parent/guardian of both the bully and victim will be contacted (to be documented in 'BAASE').
- the bully will be asked to produce a minimum 100 word composition on the negative effects of bullying
- the composition may be shared, in whole or part, with the victim.

2nd Offense

- The purpose of this step is to educate the bully and the victim about harassment, while providing for the safety of the victim.
- referral to counselor for bully (student will watch a video on harassment).
- the bully will be suspended for the remainder of the day that the incident was reported.

3rd Offense

- The purpose of this step is to, again, educate the bully, while indicating to him/her that his/her actions will not permit him/her to remain on the premises.
- contact guardian(s). The bully and their guardian will be required to sign the suspension letter
- referral to counselor (student will take part in a five part harassment program).
- 1 day O.S.S. – guardian required to readmit.
- matter may be referred to the Y.E.O

4th Offense

- the purpose of this step is to remove the bully from the premises for a period of time, while trying to engage the resources of outside agencies.
- referral to counselor
- 3 day O.S.S. – guardian required to readmit.
- matter referred to Y.E.O. and/or L.R.P.S.

All parties need to know that certain steps may be by-passed based upon the severity of the situation.

Responsibilities of Stakeholders

To ensure the success of this policy, the stakeholders of the St. Francis Junior High School community will actively promote this policy.

Administration will:

- present this policy to all students
- assist teachers in implementing this policy
- be an advocate for all teachers and students within St. Francis School
- evaluate the effectiveness of the policy

Teachers will:

- act on incidents of bullying
- advise administration of incidents of bullying
- discuss incidents of bullying within team meetings
- be open to discussions on bullying

Support Staff will:

- act on incidents of bullying
- advise administration of incidents of bullying

Students will:

- promote this policy throughout the school
- act on incidents of bullying
- advise administration of incidents of bullying
- have input into the development of the policy

Parents/Guardians will:

- promote this policy outside of the school
- increase awareness of this policy, especially at School Council meetings
- have input into the development of the policy

Presenting the Policy

This policy will be presented in some of the following ways:

- Administration and/or counselor and/or Y.E.O. will do an awareness presentation
- Presented to parents during Grade 7 orientation
- Given to all new students transferring to St. Francis School
- Presented to parents at School Council

Evaluation of the Policy

Evaluation of the 'Take the H.I.N.T. - Harassment is Never Tolerated' policy will be done both informally and formally. The administration of St. Francis Junior High School will evaluate the policy informally by talking to students, staff and parents and by observing student behaviour. Administration will continue to formally evaluate this program with parents, students and staff every three years. Should there be questions/concerns regarding the policy, please feel free to forward these to Administration.

Our sphere of influence and how it applies remains within the school. However, should awareness of bullying outside of the school be brought to the attention of our staff, every effort will be made to forward it to the proper channels.

Credits

This policy was composed with the help of many groups and individuals. The administration of St. Francis Junior High School would like to thank all these individuals for helping to make our school better.

Original Committee:

School Council – Gwen Oliver, Colette Messmer, Beth Quan, Darlene Hooper and Bill Dudas

Student Council – Julie-Vanessa Munoz

Lethbridge Police Services – Constable Scott Chadsey

St. Francis Junior High School Staff – Anita Gross, Ron Tratch, Tina Carmichael-Young, Nadine Chandler, Dave O'Dwyer, Dan Monaghan and Greg Kostiuk

Revisited Committee:

School Council – Bill Dudas and Angela Bourett

Student Council – Shamus Sullivan and Melanie Hawkins

Lethbridge Police Services – Constable Mark Waage

St. Francis Junior High School Staff – Anita Gross, Ron Tratch, Patti Pilsner-Steinke, Dave O'Dwyer, Dan Monaghan and Greg Kostiuk

Revisited Committee (2008):

School Council – Barb Mantello, Tim Thompson, Yola Bloomberg, Jackie Hall-Buckland

Student Council – Rachel Lindsay, Megan Laqua, Teighan Wilson

St. Francis Junior High School Students – Special thanks to the Mr. Van Oene's Leadership Class

Lethbridge Regional Police Services – Cst. Dana Gangur

St. Francis Junior High School Staff – Anita Lethbridge-Gross, Lise Schmidt, Nadine Chandler, Corey Van Oene, Chad Kletzel, Billy Woitte, Gerry Muldoon and Dan Monaghan



Name: _____

Date: _____

I have read St. Francis Junior High's "Take the H.I.N.T." Harassment is Never Tolerated policy. I understand the following:

- € The definition of bullying
- € All of the steps, consequences and conditions for reinstatement listed in the policy
- € I am currently placed at step # _____ of this policy
- € If I am with others who are engaging in bullying behavior, then I am also deemed to be engaging in bullying behavior
- € The consequences listed in this policy are guidelines – the school can move me up to any step depending on the circumstances

Student Signature

Guardian(s) Signature(s)

NEGATIVE EFFECTS OF BULLYING

COMPOSITION QUESTIONS

These questions need to be addressed as if speaking to the victim:

1. Why did you do this to me?
2. How did bullying me make you feel at the time? How did you benefit from this?
3. How are you going to make up for bullying me?
4. Did bullying me make you feel special, bigger, better?
5. Should I forgive you? Why?