

ESPERANZA ELEMENTARY ANTI-BULLYING PROTOCOL

Bullying

The purpose of the rule is to require LEAs to implement bullying, cyber-bullying, hazing and harassment policies district and school wide. Our aim is to provide for regular and meaningful training of school employees and students, and to provide for enforcement of the policies in schools, at the state level and in public school athletic programs. Finally, we shall to notify parents of specific bullying, cyber-bullying, hazing, harassment and suicide threat incidents. Esperanza Elementary School will maintain documentation as required by law.

This policy requires Esperanza Elementary School parental notification of:

- (1) a parent's student's threat to commit suicide; and**
- (2) an incident of bullying, cyber-bullying, hazing, harassment or retaliation involving the parent's student.**
- (3) This part of the policy shall also include:**
 - (a) timely parent notification;**
 - (b) designation of the appropriate school employee(s) to provide parent notification;**
 - (c) designation of the format in which notification shall be provided to parents and maintained by the LEA;**
 - (d) directives for secure maintenance of the notification record as required under**

Section 53A-11a-203(1);

- (e) a retention period and destruction process for the notification; and**
- (f) an LEA definition of parent(s) consistent with Section 53A-11-203 and this rule.**

Our school's social vision

We, at Esperanza Elementary, believe that every student should feel accepted for who they are and able to enjoy their time at our school free from bullying and harassment.

Why we implemented a school wide system to stop bullying

Bullying and harassment stand in the way of our social vision. Therefore our school has adopted the No Bully® System for preventing and responding to harassment and bullying during the school and after-school program, at school field trips or school sponsored events, through social media or any other electronic communication, and when students are traveling to and from school. This school wide system applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers. In order to avoid false reports of bullying, we will follow the procedures outlined in the No Bully® System Manual to determine if the action is indeed bullying or another type of student conflict. Students who make intentional false reports of bullying will face disciplinary action.

What is bullying?

Bullying occurs when a student, or group of students, repeatedly tries to hurt, humiliate or get power over another less powerful student in any of the following ways.

- **Physical bullying** is when a student uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money.
- **Verbal bullying** is when a student uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- **Relational bullying** is when a student excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading false rumors or gossip.
- **Cyber-bullying** is when a student uses their cell-phone, text messages, e-mails, instant messaging, the Internet or social media to threaten, shame or isolate another student. It includes breaking into a student's electronic account and assuming that student's identity in order to damage their reputation.

Bullying is different from conflict. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not bullying, our school is committed to helping the students talk it through.

Bullying may at times amount to harassment. It is harassment to target a student online or face to face because of their race, gender, disability religion, gender identity, and sexual orientation.

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. In these situations complaints will be investigated under the school's sexual harassment policy.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school.

Retaliation:

It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

How students can end bullying

Bullying and harassment cause pain and stress to students and are never justified or excusable as "just teasing" or "just playing." When a student stands by doing nothing, or laughs or posts comments online when others bully, they are participating in bullying.

The students at Esperanza School have agreed to join together to treat others with respect both online and face-to-face so that we keep our campus bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face-to-face.
- If I am the target of bullying to ask the bullying student to stop or walk away and seek help by telling a trusted adult on campus or by putting a note in a Bully Box.
- If I see bullying to be an upstander by asking the bullying students to stop or to walk away with the target.
- Never take revenge or ask someone to hurt a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as **Solution Coaches®** to bring together a Solution Team® of students and ask them to end bullying situations. Most Solution Teams® successfully end bullying situations after one or two meetings without using punishment.

Staff, Teacher and Parent Response to Student Harassment and Bullying

Our school follows the No Bully® System to prevent and respond to bullying and harassment.

Level 1 – Prevent & Interrupt

- All teachers, staff, students and volunteers support a campus-wide system for preventing and responding to harassment and bullying.
- Any teacher or staff member who witnesses an act of bullying shall take immediate steps to intervene and redirect students provided it is safe to do so.
 - Name the behavior for what it is e.g. “That’s a putdown.”
 - Speak to the intention behind the words or gestures, e.g. That was meant to hurt.
 - Explain the values that their behavior offends – remind them of our school social vision.
 - If you need more time or privacy, take it.
- If a parent or guardian knows or suspects that their child is being harassed or bullied, encourage your student to ask the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying to the vice-principal. The school can only help you if you reach out and tell us what is happening. If your child is the target of cyberbullying, please take screen shots and/or print any electronic or digital messages and share these with the school.

Level 2 – Check in with target of bullying and notify the vice principal

- All members of school staff are encouraged to watch out for students who appear to be isolated from other students, who are put down by other students behind their back, or who show signs of being bullied.
- If any member of staff learns or suspects that a student is the target of ongoing bullying, they shall check in with the student as soon as reasonably possible. If this appears to be ongoing bullying or harassment, they should attempt to resolve the situation and shall give an Office

Referral Form to the vice-principal within 24 hours.

- The vice principal will notify parents within 24-hours of receiving and confirming a report of ongoing harassment or bullying, cyber-bullying, hazing, or retaliation.
- If any member of school staff knows of a student threatening to commit suicide or making comments about suicide of any kind they will notify the vice principal as soon as possible and at a minimum within the same day.
- If a student has threatened to commit suicide or made comments about suicide of any kind the vice principal will notify the parents that same day.
- Notifications above will be kept confidential and maintained in a password protected file accessible to administration only. In the case of paper notification documents, they will be kept under lock and key.
- All notification documents related to the above information will be destroyed securely after three years.

Level 3 – Solution Team, Progressive Discipline and other responses

- The principal or vice-principal investigates and resolves the situation and shall ensure that any report of bullying or harassment and its resolution is documented in the incident log.
- In any case of bullying or harassment the school will notify a parent if the student target threatens to commit suicide and will follow the school's suicide prevention protocol.
- Our school uses a variety of methods to resolve ongoing incidents of bullying and harassment.
 - **We may refer the target of bullying to get help from a school Solution Coach.** Solution Coaches are teachers and staff members who have been trained to bring together Solution Teams of students, including bullies, bystanders, and positive student leaders, and without using punishment to bring the bullying to an end. The Solution Coach records progress using a Solution Team Log and shall report progress to the principal.
 - **We may use progressive discipline to redirect bullying students depending upon the severity of the bullying.** The principal or vice-principal may meet with the bullying student, involves their parents or guardians when determining consequences to change behavior, and informs the student that graduating consequences will occur if the bullying continues.

Level 4 – Implement an Empathy-Building Action Plan

If a pattern of harassment or prejudice is apparent across an entire class or grade, the Solution Coach brings together relevant school staff to implement a plan to teach respect for differences and create a supportive peer culture.

Timeline for Resolving Bullying Complaints Under this Policy

Week One

- The principal or vice-principal is notified of bullying.
- When appropriate, the principal or vice-principal refers the target of bullying to a school Solution Coach to run a Solution Team.
- The principal or vice-principal may engage the progressive discipline process.

Week Two

- Solution Coach® runs second meeting of Solution Team® if this has been initiated.
- Further progressive discipline when necessary.

Week Three

- Third meeting of Solution Team® if this has been initiated.
- Target invited to attend this final Solution Team.
- Solution Coach® records progress in Solution Team® Log, schedules three month follow up with target, and notifies the Principal and parents of outcome.

Subsequent bullying actions, harassment and retaliation:

- If the bullying, harassment, hazing, or cyber-bullying persists after the Solution Team® process has been completed, or if new incidents occur, a new notification will be made to the vice principal and principal for investigation and progressive discipline as needed.

Actions outside the prevue of this policy which will result in suspension or expulsion are addressed in a separate policy and include weapons possession and serious assault.

Complaint Procedure:

If the school's No Bully® System intervention plan does not resolve the bullying, the student or their parent/guardian should inform the vice principal.

If the student or parent/guardian disagrees with how the school has responded to a complaint of discrimination, harassment, intimidation, or bullying, he or she may appeal by calling the principal at 385-333-8082.

If the student or parent/guardian continues to disagree with how the school has responded to a complaint of discrimination, harassment, intimidation, or bullying, after speaking to the principal - he or she may appeal by calling the Chair of the School's Board at 575-520-8482.

Policy Development:

The above policy and protocol was developed under the direction of the board of directors and the principal, in conjunction with the Parent Teacher Organization and the School community council, through the staff development, training and guidance of No Bully® in partnership with the school leadership team.

Ongoing Staff Professional Development:

All faculty and staff receive annual training on bullying prevention and the No Bully® System, Suicide Prevention (in compliance with R277-620 and 53A-609 (9)), Safe at School (in compliance with section 531-402 and 53A-11-901,902), Positive Behavioral Intervention Supports, and Inviting Schools Philosophy.

Administrative Assessment:

The administration and leadership team annually assess the prevalence of bullying, cyberbullying, hazing and harassment. Administrative records of all school incidents include identification of locations where each incident occurs such as, classrooms, hallways, stairwells, cafeteria, and recess area to facilitate analysis and amelioration of persistent problem areas if such exist.

Parent/ Guardian & Student Notification:

Updated versions of this policy and protocol will be made available to parents/ guardians and students through the annual parent/guardian student handbook. In addition, this policy & protocol and the attached Esperanza Elementary Peace Pledge contract for students, teachers, and parents/guardians will be provided to families once per year. This document will also be available on the schools website.