

BULLYING

The Portage la Prairie School Division affirms its commitment to maintain a learning and working environment that is free from bullying and at all times supports the dignity and self-esteem of individuals. Bullying of any individual will not be tolerated. A student who believes she/he is being bullied by another student, should **1) if possible, make it clear to the bully that his or her actions or comments are unwelcome, 2) report the incident immediately to the teacher, principal or person on supervision.** It is the responsibility of Division employees and students to report incidents of bullying when they are aware of them. Reports of bullying will be dealt with as necessary. The Portage la Prairie School Division affirms its belief that prevention of bullying is necessary and will provide opportunities for students, parents, and staff to become more knowledgeable about the issues of bullying.

DEFINITION:

A student is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more students. It is aggressive behaviour intended to do harm to the victim that is carried out repeatedly over time. It occurs within a interpersonal relationship characterized by an imbalance of power between the victim and the bully.

Bullying is comprised of, but not limited to, the following direct and indirect behaviours:

- Taunting
- Threats
- Acts of intimidation
- Punching
- Beatings
- Teasing
- Name calling
- Spreading harmful rumors
- Gossiping
- Deliberate social exclusion
- Swarming
- All forms of psychological intimidation
- All acts intended to embarrass or humiliate others

For the purposes of this policy, bullying includes conduct or comments which occur in the school environment or any school-related activities. It includes but is not limited to bullying which occurs:

- at a school
- while students are going to and from school
- at a school or Division-related functions
- in the course of a school assignment outside of school
- during school-related travel
- over the telephone
- through e-mails and/or the internet
- through improper use of all other electronic communication devices

COMPLAINT FORMS: Available from - Division Office, Staff Rooms, Guidance Counsellors, Principal's Office, and all Supervisors.

A. COMPLAINT PROCEDURES – STUDENTS - *To be referred to School Administration*

1. A complaint by a student(s) received by staff either orally or in writing must be investigated. All complaints will be dealt with in a confidential manner.
2. All statements and other investigative information shall be carefully documented by the principal or designate.
3. The school's administration will take steps to ensure that the complainant will be free from bullying while the investigation is in progress.
4. The school's administration shall take appropriate disciplinary action where such is found to be warranted. This can include (in order of increasing severity):

Warning: All parents/guardians notified. Student(s) warned;

Counselling: Counselling and/or individualized intervention programming;

Suspension: In-school or Out-of-school suspension (up to 5 days). Reinstatement conditions may be required. Recommendation may be made to the Superintendent's Department for possible extension of suspension of up to twenty (20) days or to the Board for a longer period of time as per Section 58.9 (2) (c);

Expulsion: Recommendation may be made to the Board through the Superintendent's Department for an expulsion from school as per Section 33 of Regulation 468/88.

5. Students and staff new to the school are to be advised of this policy as part of the registration and orientation procedure and reference to the policy is to be included in all future Staff, Parent and Student Handbooks. Copies of the policy are available upon request.

Adopted: January 28, 1988

Revised: April 9, 1992

May 26, 1994

August 21, 1997

May 22, 2003

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