

		LE: Ensign Learning Center	Packet Ref#
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		Policy Title: Bullying Policy and Procedures K.01	

## Bullying Policy and Procedures K.01

**Bullying Definition:** when an individual or a group of people with more power (people who are bigger, older, or have more strength or greater numbers of people), repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond.

***Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken.***

<b>What bullying is not:</b>	<ol style="list-style-type: none"> <li>1. Single episodes of social rejection or dislike</li> <li>2. Single episodes of acts of nastiness or spite</li> <li>3. Single random acts of aggression or intimidation</li> <li>4. mutual arguments, disagreements or fights</li> </ol> <p>These incidents will be handled through the Citizenship and Behavior Management Policy.</p>
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***These actions can cause great distress, however, they do not fit the definition for bullying, and they are not examples of bullying unless someone is deliberately and repeatedly doing them.***

***Citizenship and Behavior Management Policy will be followed.***

***Ensign will be a safe and secure place for students to learn.***

***Examples of bullying that will not be tolerated:***

<b>Examples of Bullying: Continuous or multiple acts of aggression, threats, emotional or physical abuse.</b>	<p>Forcing another student to do something they do not want to do by threatening them.</p> <p>Physical threats to another student</p> <p>Hurting someone (hitting, kicking, fighting, or beating someone up)</p> <p>Demeaning someone continuously (verbal abuse, name calling, put downs, making fun of someone, etc.)</p> <p>Verbally threatening another student.</p> <p>A group ganging up on someone in any or all of the above ways</p>
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<b>Examples of Moral Bullying and Sexual Harrassment</b>	<p>Continuously making rude, inappropriate comments about someone's body. Touching someone in innappropriate or private places. Trying to convince or pressure someone to do something innappropriate or morrally wrong. Sharing innappropriate immoral notes or materials. Indecent exposure of ones body.</p>
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<b>Procedures for reporting bullying and harassment</b>	<p><b>Parents:</b> Parents may report bullying or harassment to teachers and administration. They also have the option of going to the Ensign website to fill out an incident report. They may do so anonymously if they wish.</p> <p><b>Students:</b> Students may report bullying or harassment to parents, teachers or administration.</p> <p><b>Teachers:</b> Teachers will report bullying and/or serious harm of students to the administration and procedures will be followed. Teachers must report all incidents of bullying of one student by another to behavior specialist and administration.</p> <p>If a teacher witnesses bullying she/he should immediately act to ensure the student's safety.</p>
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<b>Procedures:</b>	<p><b>Administration:</b> When a bullying incident is reported, the incident(s) will be investigated and the administration will meet with all students involved to determine the severity of the case. If it is a moderate case, administration will conferece with the students who are bullying, help them understand it is a bullying situation, explain the consequences if the behavior continues, and give them the chance to correct the situation. Administration will notify parents through call or text of the incident. If it is a severe case or a repeated offense, parents will be notified, the appropriate behavior level change (see consequences below) will occur, and a meeting with the offending student(s) and parents will be held in an effort to rehabilitate the offending student(s) by taking them through character training and the steps of repentance and determine if the student will be allowed to continue attending Ensign. This must be completed within five school days.</p>
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<b>Consequences:</b>	<p>1st offense: Administration will educate the offending student(s) about what bullying is and why their actions are wrong. They will be asked to correct their actions and informed of the consequences if their actions are not corrected. Parents will be informed of the event.</p> <p>2nd offense: Students will be pulled to level 1 (red) and a meeting with parents will be held to determine if the student(s) will be allowed to continue attending Ensign. Citizenship and Behavior Manager Policy will be followed.</p>
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<b>Student Procedures for Addressing Bullying:</b>	<p>Students will be taught in the first Character Assembly of the year to recognize bullying and how to address it properly:</p> <ol style="list-style-type: none"> <li>1. If they witness bullying, they should alert a teacher or staff member immediately.</li> <li>2. If a student is being bullied, they should get to a safe person (teacher or staff) and report it to the safe person, who will fill out an incident report from the front office, and submit it to the front desk receptionist who will submit it to administration.</li> <li>3. Once a student reports bullying to a teacher or staff member, that teacher or staff member should fill out an incident</li> </ol>
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