

Policy for Bullying Prevention at Canadian American School

The Canadian American School (“CAS”) believes that all students have a right to a safe and healthy school environment. The school and its administrators, teachers and staff have an obligation to promote mutual respect, tolerance, and acceptance.

CAS will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes:

- direct physical contact, such as hitting or shoving;
- verbal assaults, such as teasing or name-calling;
- social isolation, ostracizing or manipulation, including teasing, taunting, and cases where 2 or more students jeer, tease, humiliate or demean another student, including behind-the-back teasing and taunting;
- Cyber bullying, such as teasing or taunting or efforts that cause embarrassment, isolation, ostracization, emotional manipulation or hurt via technologies such as via Internet and other forms of social media, and through the use of computers, e-mail, smart phones and other mobile and electronic or technological devices; and/or
- Other actions or activities that have – or are intended to have – any of the consequences described above.

CAS expects students and/or staff to immediately report incidents of bullying to the President & School Administrator or the School Programs Director & Exceptional Education Coordinator or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, CAS will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

CAS will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- In circumstances where bullying occurs,
 - For the first offense, the offending student(s) will be removed from the classroom for some or all of the school day (e.g., one hour or more hours in the administration office or other separate area away from the classroom);
 - where a second offense occurs, the offending student(s) will be subject to detention for the remainder of the school day;
 - where a third offense occurs, the offending student(s)' parent(s) will be advised and/or summoned and the student may be suspended for a period of one or more days;
 - where a fourth offense occurs, the offending student(s) will be expelled from the school.

Nothing herein shall limit the ability of the President & School Administrator or the School Programs Director & Exceptional Education Coordinator or designee from (1) imposing more dramatic discipline or consequence in cases that are more severe (e.g., physical threats or physical contact or violence), including suspension or expulsion in any case determined to be appropriate or (2) where there are 2 or more offending students, determining which student(s) bears greater responsibilities and imposing different sanctions on different offending students as such administrators determine is appropriate in the circumstances.

- Students are expected to immediately report incidents of bullying to the President & School Administrator or the School Programs Director & Exceptional Education Coordinator or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the President & School Administrator or the School Programs Director & Exceptional Education Coordinator or designee. CAS prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Policy for Conflict Resolution

CAS believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each school within CAS will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment

CAS will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. CAS will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators (give location where listing of designated staff and students is posted).
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

This policy may be amended from time to time by the President of CAS.

