

HONOLULU WALDORF SCHOOLS ANTI-BULLYING PROTOCOL

Our school's social vision At Honolulu Waldorf we live aloha.

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, school sponsored events, 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, working as contractors, or volunteers.

What is bullying?

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

- **Physical bullying** is when a person uses physical force to hurt another person e.g. by hitting, pushing, shoving, kicking, taking a person's belongings or stealing their money.
- **Verbal bullying** is when a person uses words, images or gestures to intimidate or humiliate another person e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- **Relational bullying** is when a person excludes or isolates another person e.g. through leaving them out, manipulating others against them, or spreading false rumors or gossip.
- **Cyber bullying** is when a person uses their cell-phone, text messages, e-mails, instant messaging, the Internet or social media to threaten, shame or isolate another person. It includes breaking into a person's electronic account and assuming that person'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 person perceives another person 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 person online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a person or group of people with one or more of these actual or perceived characteristics. It is **sexual harassment** to target a person with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a person to feel uncomfortable or unsafe at school, or interferes with schoolwork. In these situations, the Faculty Chair and Administrative Director will investigate complaints.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. 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 Honolulu Waldorf 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.
- Tell the bully to stop if safe to do so, and/or walk away (with target if needed).
- Talk to any trusted adult on campus, at home or within the community and ask them for help or report it in the “Helping Hands” box.
- Never take revenge or ask someone to hurt a student who 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 traditional 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 (or pre-bullying) shall take immediate steps to intervene and redirect students provided it is safe to do so.
 - Tell the student to stop
 - Speak to the intention behind the words or gestures e.g. “It sounded like that was meant to hurt”.
 - Explain the values that their behavior offends – remind them of the school social vision. *We live Aloha.*
 - If you need more time or privacy, take it.
- If parents or guardians know or suspect that their child is being harassed or bullied, they should encourage the student to tell the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please notify the Lead Solution Coach verbally or via email. The school can only help you if you reach out and tell us what is happening.

Level 2 – Check in with target of bullying and notify the Lead Solution Coach

- 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 backs, 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 e-mail the Lead Solution Coach who informs the Faculty Chair and Administrative Director within 24 hours.

Level 3 – Solution Team, Progressive Discipline and other responses

- The Lead Solution Coach works with school staff to investigate and resolve the situation and shall ensure that any report of bullying or harassment and its resolution be documented in *No Bully Solution Team Log* in Google Docs and recorded in Big Sis.
- When a report of bullying is submitted, the Faculty Chair or Administrative Director may inform the target's parent or guardian that a Solution Team is being held on their child's behalf. When appropriate, based on the severity or pervasiveness of the bullying, the Administrative Director may also notify the parents/guardians of the offender, and may contact law enforcement.
- 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 Faculty Chair and Administrative Director.
 - **We may use progressive discipline to redirect bullying students depending upon the severity of the bullying.** The Faculty Chair or Administrative Director may meet with the bullying student and involve their parents or guardians when determining consequences to the change behavior.
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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 Complaints Under this Procedure

Week One

- Lead Solution Coach is notified of bullying.
- When appropriate, Lead Solution Coach refers the target of bullying to a school Solution Coach to run a Solution Team.
- The Faculty Chair or Administrative Director may notify the parents of the bullying student if progressive discipline is warranted

Week Two

- Solution Coach runs second meeting of Solution Team if this has been initiated
- Use 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 Faculty Chair and Administrative Director and parents of outcome.

If the school's intervention does not resolve the bullying, the student or their parent/guardian should inform the Faculty Chair (Lower School 808-377-5471/ High School 808-735-9311). If the student or parent/guardian disagrees with how the school has responded to a complaint of discrimination, harassment, intimidation, or bullying, they may appeal by contacting the Administrative Director 808-373-2040, 360 Uluu Street, Honolulu, HI 96821, *Jocelyn@honoluluwaldorf.org*.