

**WEST KINGSTON  
ELEMENTARY SCHOOL**



**BULLYING BEHAVIOR PREVENTION & RESPONSE**

West Kingston Elementary School is a kind, caring, and respectful learning community. Every day we make our school a welcoming and safe place to be ourselves, to take risks, to learn and to grow. All students and adults in the school, as well as parents/caregivers and community members, share the job of making WKES safe.

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*Safe And Fair Everywhere*

At WKES, BULLYING BEHAVIOR is: when people who seem very powerful repeatedly make others feel unsafe or unwelcome on purpose.

**Students who are the targets or witnesses (bystanders) of bullying behavior should:**

- (1) Stay calm.
- (2) If you feel unsafe, go directly to an adult and tell them what happened.

- (3) **If you feel safe** say “This \_\_\_\_\_ (name the behavior) is not ok and it needs to stop.” For example – “This name-calling/ hitting/ teasing is not ok and it needs to stop.”
- (4) **Witnesses (bystanders) only:** Be friendly to the target. Stand near them. Say something nice to them. Invite them to play with you.
- (5) **Witnesses and targets:** Tell an adult what happened.

**What do WKES staff members do?**

*Remember: You don't need to determine that the behavior is bullying. All behavior that could be bullying should be responded to at that time and should be reported (using the WKES Bullying Behavior Reporting Form and normal SWIS form) for investigation.*

When bullying behavior is witnessed by any staff member, they are expected to follow these steps:

- (1) Stay calm
- (2) Immediately stop the behavior. Stand between the aggressor(s) and the target(s).
- (3) Use a matter-of-fact tone and language to state the specific behavior(s) you witnessed and that the behavior is not ok and needs to stop. For example, “Calling someone names is not ok and it needs to stop.”
- (4) For a major behavior, send or escort the aggressor to the office to meet with the principal
- (5) If necessary, immediately send the target(s) to the nurse's office (or school social worker/ psychologist, etc. as appropriate). Another child or staff member may accompany the target to the nurse's office
- (6) Assess the needs of bystanders/witnesses who may have be physically hurt or emotionally upset
- (7) Include witnesses/bystanders in the conversation.
  - a) Use a calm, matter-of-fact tone and language to let them know that you noticed their inaction. Encourage them to take a more positive

role next time (i.e. "Maybe you weren't sure what to do next. Next time, please tell the person to stop or get an adult to help.") or...

b) Recognize that they tried to help (even if they weren't successful)

(8) Be sure to tell the target's classroom teacher or other support staff about the incident so that they may provide additional support and protection

When bullying behavior is reported to any staff member, they are expected to follow these steps:

(1) Reinforce the student for reporting the incident. (i.e. "You did the right thing by telling me what happened.")

(2) Gather information from the reporter so that you can fill out and submit the WKES Bullying Behavior Reporting Form (and regular SWIS form as appropriate).

(3) Determine the current safety level of the victim and/or witness and intervene as necessary.

**What parents/caregivers can do:**

Above all, stay calm. Show your child a healthy way to cope with stress.

**First, focus on your child – be supportive and gather information.**

-Listen carefully for the specific facts of the situation

-Express your support. Empathize. Tell him/her that bullying behavior is wrong, not their fault, and that you are glad s/he had the courage to tell you about it.

**What parents/caregivers can do:(ctd)**

-Assure the child that you will think about what needs to be done and that you will let him/her know of your plan to address the situation.

-Do not encourage revenge. It could get your child suspended or expelled or escalate the situation.

**Second, contact your child's teacher, principal, or school social worker.**

-Talk regularly with your child and with school staff to see if things are getting better or worse.

-Do not contact the parents/caregivers of the aggressor.

**Third, help your child become more resilient to bullying behavior.**

-Help develop talents or positive attributes of your child. Suggest and facilitate music, athletics, and art activities.

-Encourage your child to make contact with friendly students in his or her class. The teacher may be able to help.

-Teach and practice safety strategies like how to seek help from an adult when threatened.