



Miss Helens Private School is committed to providing a safe, inclusive, and respectful learning environment for all students. Bullying, harassment, or intimidation in any form is unacceptable and will not be tolerated. This policy outlines our commitment to preventing and addressing bullying, ensuring all students can thrive academically, socially, and emotionally.

Scope

This policy applies to all students, faculty, staff, volunteers, and visitors on school premises, during school-sponsored activities (on or off campus), on school-provided transportation, and in any online or digital interactions related to the school community.

Definition of Bullying

Bullying is defined as any intentional, repeated, or severe behavior—whether physical, verbal, written, or electronic—that is intended to harm, intimidate, or exclude an individual or group. Bullying creates a hostile environment and negatively impacts a student's ability to feel safe or engage fully in school activities.

Examples of bullying include, but are not limited to:

- **Physical:** Hitting, pushing, tripping, or damaging personal property.
- **Verbal:** Name-calling, teasing, mocking, or spreading rumors.
- **Social/Relational:** Excluding others, spreading gossip, or damaging someone's reputation or relationships.
- **Cyberbullying:** Harassing, threatening, or humiliating others through social media, texts, emails, or other digital platforms.
- **Discriminatory Bullying:** Targeting individuals based on race, ethnicity, gender, sexual orientation, disability, socioeconomic status, appearance, or other protected characteristics.

Reporting Procedures

1. **Who Can Report:** Any student, parent/guardian, staff member, or community member who witnesses or experiences bullying is encouraged to report it.
2. **How to Report:**
 - Inform a trusted teacher, counselor, or administrator in person or in writing.
 - Use the school's anonymous reporting system (e.g., online form or designated dropbox) if preferred.
 - Contact the school's designated Anti-Bullying Coordinator:
(director@misshelens.com)

3. **Confidentiality:** Reports will be handled with sensitivity, and confidentiality will be maintained to the extent possible, except where disclosure is required to investigate or ensure safety.
4. **Retaliation:** Retaliation against anyone who reports bullying or participates in an investigation is strictly prohibited and will result in disciplinary action.

Investigation Process

1. **Prompt Response:** All reports of bullying will be investigated promptly, typically within 48 hours of receipt.
2. **Investigation Steps:**
 - The Anti-Bullying Coordinator or a designated administrator will interview the alleged victim, accused individual(s), and any witnesses.
 - Relevant evidence (e.g., messages, videos, or written statements) will be reviewed.
 - Parents/guardians of involved students will be notified as appropriate.
3. **Documentation:** All investigations will be documented, including findings and actions taken.
4. **Resolution:** Investigations will conclude with clear findings and, if bullying is confirmed, appropriate consequences and support measures.

Consequences for Bullying

Consequences will be age-appropriate, consistent, and proportional to the severity and frequency of the behavior. They may include:

- Verbal or written warnings.
- Detention, suspension, or, in severe cases, expulsion.
- Referral to counseling or behavioral support programs.
- Involvement of law enforcement if the behavior violates local laws (e.g., threats or physical assault).

Support for Victims

Students who experience bullying will receive support, which may include:

- Referral to access of counselors or mental health professionals.
- Safety plans to prevent further incidents.
- Academic accommodations if needed.
- Encouragement to participate in peer support or extracurricular activities to rebuild confidence.

Prevention and Education

Miss Helen's Private School is committed to preventing bullying through proactive measures, including:

- Annual training for staff on recognizing and addressing bullying.

- Integration of social-emotional learning (SEL) and conflict resolution skills into the curriculum.
- School-wide campaigns to promote kindness, inclusion, and respect.

Parental Involvement

Parents/guardians are partners in preventing and addressing bullying. The school encourages:

- Open communication with teachers or administrators about concerns.
- Reinforcing positive behaviors at home that align with the school's values of respect and inclusion.

Policy Review

This policy will be reviewed annually by the school administration, with input from students, staff, and parents, to ensure it remains effective and responsive to the needs of the school community.

Contact Information

For questions or to report bullying, contact:

Jayne Wingo Baker

Director, director@misshelens.com

4849 South Mingo, Tulsa, Oklahoma 74146

Acknowledgment

All students and parents/guardians are required to review and acknowledge this policy annually as part of the school's enrollment or registration process.