

SKH Lui Ming Choi Secondary School

School Bullying Policy

(Endorsed at Staff Meeting on Dec 13 2019 &
at the 18th IMC Meeting on Apr 2 2020)

I. Objective

The purpose of this policy is to communicate to all students, teachers and staff members, that the School will not in any instance tolerate bullying behavior. The implementation of this policy will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work in.

II. Definition

S.K.H. Lui Ming Choi Secondary School defines bullying as a single or repeated incident, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behavior violates the Code for the Education Profession in Hong Kong (October 1995), which clearly states that all students, teachers and staff will be treated with dignity and respect. The School reserves the right to decide whether a given incident is bullying or not.

III. Examples

Types: The School considers the following types of behavior taking place inside or outside the campus, or in the cyber world, as examples of bullying:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's study area or work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages.
- **Exclusion.** Excluding or disregarding a person in a social setting, in school or work-related activities.

Evidence: The following examples may constitute or contribute to all or part of the evidence of bullying:

- Persistent singling out, excluding or disregarding of one person.
- Shouting or raising one's voice at an individual in public or in private.

- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e. ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's behaviour, performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that in the past, has not, or cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Manipulating the ability of someone to do his or her work (e.g. overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning tasks or assignments not in keeping with the normal responsibilities of the staff or student.
- Stealing or taking credit for another person's ideas, creativity or results.
- Refusing reasonable application for leave.
- Deliberately excluding an individual or isolating him or her from school or work activities.
- Unwanted physical contact, damage or threats to an individual or an individual's property (e.g. defacing or marking up property).
- Cover up bullies / bullying by not revealing relevant facts.
- Support and go along with bullies, e.g. cheer and laugh on site.

IV. Reporting

If you feel you have experienced bullying, you should report this (to their peers, supervisor, teachers [in case of students] or the Principal) before the conduct becomes severe, persistent or pervasive. All students, teachers and staff are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the School to take timely and appropriate action.

Reference: Society for Human Resource Management (SHRM)