بِسْمِ اللَّهِ الرَّحْمَٰنِ الرَّحِيمِ

In the name of Allah, The Beneficent, The Merciful

NOBLE GUIDE ACADEMY
Character. Courage. Community

SCHOOL'S POLICY ON BULLYING, NOVEMBER - 2020

To: Principal, HOS , All staff
House Parents, Students' Representative Council (SRC)
All scholars , All learners

Tuesday, November 10, 2020

SUBJECT: UNITED AGAINST BULLYING: MAINTAINING A BULLYING-FREE WORKPLACE AND SCHOOL ENVIRONMENT

Bullying is hurting someone on purpose over and over again. Bullying gives rise to anxiety, panic attacks, stress, trouble sleeping, Ulcer, and high blood pressure.

A bullied staff cannot perform his/her job to the best and a bullied learner or scholar cannot read or learn to his or her fullest capacity, thereby promoting absenteeism. A bullied person loses motivation and feels a sense of isolation.

What constitutes bullying in Noble Guide Academy environment?
The following will be construed as bullying at NGA;

- **Berating people**
- **Excluding others**
- **Making snide remarks**
- **Making derogatory remarks**
- **Stealing**
- **Threatening others**
- **Unfair criticism**
- **Slapping any part of the body**
- **Fighting**
- **Knocking of one's head**
- **Pulling or twisting of ears**
- **Discrimination**
- **Grabbing one's clothes/neckties**
- **All other negative physical contacts**

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Consequences of the act of bullying at Noble Guide Academy environment

As a community that ignites hopes and drives the passion for learning, the Board hereby approve the following:

- Installation of an anti-bullying reporting box in the school.
- For a reported case of bullying, the Principal/HOS shall constitute a panel of inquiries to investigate and report its findings within 48 hours of inauguration. If a case of bullying is established by the constituted panel of inquiries against any staff, scholar, or learner, the following are the consequences:
- For a first time offender, one-week suspension of staff from work without pay plus a written letter of apology to the victim. A week suspension for a scholar or a learner from the school plus a written letter of apology to the victim.
- For a second time offender for staff, the consequence shall be work without pay for one week, the opening of a behavioural logbook for the staff plus a written letter of apology to the victim.
- Two weeks suspension for a scholar or learner from the school, opening a behavioural logbook for the scholar or learner plus a written letter of apology to the victim.
- For a third time offender for both staff and scholar/learner, the consequences are withdrawal of appointments and studentship for social misconduct.

Thank you.

Signed
The Board

Dated: Tuesday November 10, 2020.

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