



Bullying and Violence  
Protocols and Plan

## **School Protocols for Bullying and Violence**

St. George's recognizes the need and importance of individual expression and development. At the same time, the school sees itself as a community where a spirit of social cooperation is imperative in order to create a harmonious environment for all its members. To this end, the school attempts to create a non-authoritarian atmosphere based on cooperation and respect.

It is expected that students will relate to other members of the school community with understanding and sensitivity. We are committed to teaching our students to conduct themselves in a reasonable and responsible manner.

**NOTE: In all cases, the confidentiality of involved parties will be respected, unless it is deemed that a direct threat is present that will affect the safety of one or several involved parties.**

### **Bill 56 - An Act to prevent and stop bullying and violence in schools**

In order to prevent and stop bullying and violence in school, it is important that roles and responsibilities of all in the community are clarified. We must provide a healthy and secure learning environment which allows every student to develop to his or her full potential, free from any form of bullying or violence.

#### **DEFINITIONS AS PER BILL 56**

The word "**bullying**" means any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, (including in person or via digital communication), which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.

The word "**violence**" means any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and

injures, hurts or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

### **What Bullying could look like:**

1. Physical: Harm done to person or their property
2. Verbal: Insults or name calling
3. Social: Intentional exclusion from groups or events.
4. Cyber bullying - including and not limited to online and or You Tube threats, insults, rumors, identity stealing, harassment, discrimination, defamation, filtering or online blocking, "flaming" (provocative cellphone messaging), posting fights, inappropriate messages, images, photos, incitement to "out" one or more persons, etc...

### **Protocols**

1. The school will annually appoint and/or identify the members of a Prevention Team whose composition shall include but not be limited to the following individuals:
  - Assistant Head, Elementary
  - Assistant Head, High School
  - Guidance Counselor, High School
  - Teacher Representative, High School
  - Teacher Representative, Elementary School
  - Two Student Representatives
  - Student Supervisor, High School
  - Parent representative

Responsibilities of the Prevention Team include:

- Assessing the level of intervention required using the data that will be gathered via surveys which will be given to students at the elementary and high school levels
- Planning, for the course of each academic year, how the topic of Bullying and Violence should be addressed.
- The Assistant Heads will gather all school reported incidents and formulate a report which will be submitted to the Head of School, Board Chair and MELS at the end of each academic year.

2. St. George's School of Montreal will continuously adapt and adopt existing and new policies to address and implement an anti-bullying and anti-violence plan. The purpose behind this plan is to identify and document the following:
  - Describe the prevention measures in place ( current and future) designed to put an end to all forms of bullying and violence
  - identify the measures to encourage parents to collaborate with us in preventing and stopping bullying and violence
  - Outline the strategies for creating a healthy and secure learning environment for our students
  - Specify the actions to be taken and the supervisory or support measures to be offered when an act of bullying and/or violence is observed
  - Outline the disciplinary measures applicable to bullying and/or violence and specify the follow-up required in the event of any report or complaint concerning an act of bullying and/or violence.

## **Current Anti-Bullying and Anti-Violence Plan**

### **Preventative Measures – Present**

As a practice and respecting the schools mission to encourage personal growth and become responsible world citizens, bullying, intimidation and violence is addressed on an ongoing basis through the use of:

- Class discussions
- Assemblies
- One on one intervention
- Teacher-student conferences,
- Advisor groups
- Administrative intervention.
- Invited speakers
- Guidance Counselor (HS), School Psychologist (ES) and/or Student Support Coordinator(ES) are readily available to listen and assist students at all times.

### **Preventative Measures- Future**

- Regular assemblies will be conducted to address and discuss Bullying and Violence in School
- Students, teachers and parents have access, through the Assistant Heads, a reporting form which should be submitted as per Step 2 as outlined in the Respectful Behaviour Policy
- Digital Citizenship will continue to be addressed by the IT Team at the ES and HS
- Organizing a series of lectures for students about Cyber safety, social networking etc.
- The inclusion of links on the parent bulletin to various websites for the prevention and dealing with acts of bullying and violence

## **Supervisory and Support Measures**

The Assistant Head(s) will call upon a Crisis Management Team if a situation arises and required such intervention. The team will consist of the following people as appropriate;

- The Head of School
- Assistant Head(s)
- Psychologist/Guidance Counselor/ Coordinator of Student Support(ES)
- Student Supervisor (HS)
- Health Practitioner (if required)
- Ometz
- Local Police

In response to a situation requiring involvement of the Crisis Management Team:

1. The team will meet and immediately assess the situation
2. The Assistant Head will contact the parents to inform them of the situation
3. The student will be directed to immediate medical/health intervention (if required)
4. A meeting will be held with the parents to determine best course of action for future school reintegration (if feasible) and support measures to be put in place for the child (home and school)

## **Reporting a Bullying Event or Incident of Violence**

The following procedures appear in the [Respectful Behavior Policy](#) in the Student-Parent Handbook and are expected to be followed in a discreet manner by all members of the community that are aware of, or are implicated in, a situation that infringes on an individual's right to a respectful environment.

Students and other members of the school community are to follow these steps in the event of bullying and/or violence incidences. If a student is uncomfortable in approaching the offender on their own, they should see a trusted adult immediately.

**Step One:** When confronted with a situation that infringes on your right to a respectful environment:

- Address the person being disrespectful, either face-to-face, or if it makes you uncomfortable, by telephone.
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- State clearly and specifically, in a straightforward manner, what behaviour you find objectionable and insist that it stop.
- If you feel uncomfortable with the situation, you can discuss it with a friend, a peer counsellor, your Advisor, the Guidance Counsellor, or any trusted adult.
- In the case that this does not remedy the situation, you may proceed with the following protocol.

**Step Two:** Follow up of the initial discussion with the perceived "offender"

- If the behaviour does not stop, inform your Advisor or another member of the staff. (This may be the point where it will become important to document your observations.)
- If you have tried to correct the situation yourself, with your Advisor or with another staff member, and you feel the situation remains unresolved, you may proceed to Step Three.

**Step Three:** Inform the Assistant Head

- Present the case, both verbally and in writing, to the Assistant Head who will mediate and attempt resolution.
- If you have attempted to put an end to the situation with the Assistant Head's assistance and the problem persists, you should ask the Assistant Head to proceed to Step Four.

**Step Four:** Inform the Head of School

- At this point, you will be required to sign a formal complaint and submit it to the Head of School. It will include details of the alleged offensive behaviour and the steps you have taken to stop it.
- The Head of School will then deal with the situation at his discretion. This may involve informing the Board, and/or the Police, with the appropriate disciplinary consequences.
- The Head of School may, but is not obliged to, consult with others in making any decisions about how to deal with any case.

- In the case of a formal complaint, the Head of School can refer the case to an ad-hoc consultative disciplinary committee composed of teachers, administrators, senior students (peer counsellors and/or elected student council members), and parents to determine the next course of action.

### **Consequences of Inappropriate Behaviour**

There are consequences for students who do not demonstrate behaviour that reflects the philosophy of St. George's School, where standards are high and mutual respect is the expected norm. Respectful behaviour is constantly encouraged and reinforced at school. However, in cases where students do not demonstrate the expected behaviour, there are appropriate consequences. While individual situations are taken into consideration, the ultimate consequence of repeated misbehaviour, or an isolated and serious act of inappropriate behaviour, is expulsion from the school.

Consequences may include the following:

- Verbal and/or written apologies.
- Counselling
- Behavioural contracts
- Suspension, in school or out of school, depending on the severity.
- Expulsion
- Police intervention

### **Early Intervention Measures**

With the exception of severe incidents, all initial comportment issues, including bullying and/or violence, are addressed by the Teacher, Advisor or Student Supervisor.

Should the unacceptable behaviour continue or escalate:

1. The Student Supervisor will determine and impose required disciplinary measures according to predetermined guidelines and inform the Assistant Head of the incident and consequences. Any relevant documentation will also be forwarded to the Assistant Head. The student and his/her parents will be notified to this effect in writing.
2. The Assistant Head will meet with the student and parents to identify the problematic behaviour and discuss the attempts made thus far to facilitate a change in the behaviour.

3. Following the meeting, the Assistant Head will provide a written summary to the parents, the Student Supervisor and the Head of School and include a plan of action to change the behaviour. If the behavior continues, a second meeting with the Assistant Head, the parents and the student will be called to further work on the situation.
4. If, after the 2nd meeting, there is insufficient change in behaviour, further disciplinary action may be taken in accordance with the following process.

### **Disciplinary Measures**

In cases where preventative measures above are ineffective or where the seriousness of a situation calls for immediate disciplinary measures, the following process will be followed:

#### **Level 1: Dismissal from Class/Assignment of Consequences**

1. The Student Supervisor informs the student and parents (guardians) of the reasons for removal and assignment of detention.
2. The student and/or the parents (or guardian) shall be given an opportunity to discuss the action with the Student Supervisor.
3. If necessary, the Assistant Head will render a final decision and inform the student and/or parents verbally.

#### **Level 2: Removal from Building/Suspension**

1. The Student Supervisor or Assistant Head will inform the student and parents (guardians) verbally when the student must be removed from school.
2. Formal written notice is subsequently sent to confirm the decision to remove or suspend the student. Suspension may be internal or external and is determined based on the nature of the incident. The written notice will include a description of the incident that has taken place and the proposed disciplinary consequences.
3. The student and parents (guardians) may request a meeting to discuss the decision; however the final decision rests with the Assistant Head. Following such a meeting, this decision is rendered in writing and will include written notice of the incident and the resulting actions taken by the school administration.

### **Level 3: Expulsion**

Only the Head of School has the authority to expel a student. Although expulsion is a last-resort measure, the Assistant Head may recommend this action to the Head when a student demonstrates no intention to correct the unacceptable behaviour despite repeated detentions and/or suspensions or, when the behaviour deteriorates. The Head's decision is conveyed in writing to the student and the parents (or guardians).

### **Level 4: Appeal Process**

The student and parents may appeal a decision to expel by taking the following steps:

1. Written notice of appeal must be sent to the Board President within 24 hours of the notice of said decision. This notice must detail the reason(s) for the appeal. If the parties appealing the decision of the school administration are represented by legal counsel, the Board President must be notified to that effect twenty-four (24) hours in advance of the hearing.
2. In response to the appeal request, a hearing will be scheduled with the student and parent(s)/guardian(s) and the Board President.
3. All parties will be given an opportunity to present their version of the facts. The meeting will be conducted by the Board President who shall make a determination upon the evidence presented at the hearing.
4. A decision will be rendered within 24 hours of the hearing and will be forwarded to the parent(s)/guardian(s).

### **Level 5: Appeal of a Decision to the Ombudsman**

The parent(s)/guardian(s) shall have the right to appeal the School decision to the Student Ombudsman within five (5) calendar days of receipt of the School's final decision.

The request for Ombudsman review must be sent, in writing, to the Board President and must include specific reasons for the appeal. The Ombudsman and Board President will review all documentation and minutes of previous relevant meetings and render a final decision which is not subject to further appeal.