



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.

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.

LEGISLATION AND AMENDED BY THIS ACT:

- Act Respecting Private Education (R.S.Q., chapter E-9.1);
- Education Act (R.S.Q., chapter I-13.3).

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...

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

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 through a partnership with University de Laval and McGill 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. Note that the Assistant Heads have the right to accept, decline any and all activities if they deem such activities do not follow the founding principles, mission and educational project of St. George's School.
- 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 to address parents during Parent Breakfast meetings on the topic of Bullying and Intimidation
- 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 will 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.
- Creating a Community POD or Leadership Group- students will be called upon to create an Anti-Bullying and Violence St. George's Guide book for students.
- 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)

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, the following measures will be taken:

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 Head 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 Head of School 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 by the Head of School 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 Head of School who shall make a determination in conjunction with the Board President 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.

1. 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.