

## **ANTI-BULLYING AND ANTI-VIOLENCE POLICY**

### **Statement of Policy and Context**

One of the characteristics of a graduate at graduation, a concern for justice and charity in the lives of those around him, is rooted in the second great commandment that Jesus taught, "Love your neighbor as yourself." An educational environment infused with this Scriptural imperative and the "Grad-at-Grad" characteristic, has no room for "bullying" or violence of any form.

The main purpose of this policy is to prevent and stop all forms of bullying and violence targeting a student. Bullying and violence will not be tolerated at Loyola. The school will deal with any student who poisons the family spirit of Loyola with such behavior and if his bullying or violent behavior persists, the school will remove the student. The guiding principle behind all rules for social behaviour, regardless of where the socializing takes place, is **LOVE** --- love that is reflected in how we treat ourselves and others.

Loyola recognizes the importance of promoting healthy, responsible relationships in the learning and teaching processes and therefore undertakes to work together with its faculty, staff, students, parents and the larger community to prevent bullying and exclusion and promote a safe school environment by:

- assessing the needs and contexts of the school community;
- setting out guidelines and expectations to ensure a safe and responsible environment;
- sensitizing, on a regular basis, all stakeholders and holding them accountable for their behavior;
- providing regular in-service training for student services personnel;
- integrating anti-bullying sensitization into the curriculum;
- establishing protocols for reporting and responding to bullying situations.

This policy is complementary to the Student handbook, which includes the school's code of conduct.

### **1. Scope of Policy**

- 1.1.** This policy involves the entire Loyola High School community including students, faculty, staff, and parents currently associated with the School.
- 1.2.** All Members of the Loyola High School community --- students, faculty, staff, as well as parents --- are expected to report incidents of bullying to the school administration and to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure learning environment.

1.3. This policy generally applies to student behaviour that occurs on or off school property, including online.

## 2. Definitions

2.1. “**bullying**” means any repeated direct or indirect behavior, comment, act or gesture, whether deliberate or not, including in cyberspace, 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;

2.2. “**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.

## 3. Members of the anti-bullying and anti-violence team:

Loyola has set up an anti-bullying and anti-violence team and designates the following persons as members of that team

- Mr. John Patrick Mancini, Vice-Principal for Discipline (team leader)  
(514) 486-1101 x.211
- Mr. Michael Greczkowski, Head Guidance Counsellor  
(514) 486-1101 x.242
- Ms. Lauren Percival, Guidance Counsellor and Learning Support Coordinator  
(514) 486-1101 x.262

## 4. Prevention Measures

4.1. Central to Loyola’s anti-bullying policy is to create a school culture and environment where bullying does not occur in the first place, in particular if motivated by racism or homophobia or targeting sexual orientation, sexual identity, a handicap or a physical characteristic. Education and dialogue are key to eliminating bullying and violence. Thus, steps the school takes to cultivate a safe and caring environment include:

- 4.1.1. conducting periodic anonymous surveys regarding bullying and violence to assess the school’s needs;
- 4.1.2. holding annual school-wide awareness/reminder events with follow-up;
- 4.1.3. holding annual grade-level retreats with strategies for building healthy relationships;
- 4.1.4. encouraging the development of empathy through the mandatory Christian Service Program;

- 4.1.5. promoting and encouraging student and staff participation in extra-curricular activities as a means of building positive relationships -- e.g., Big Brothers;
- 4.1.6. using curriculum as a vehicle for directed discussion on relational aggression;
- 4.1.7. making mediation and counselling services available to students;
- 4.1.8. providing the students with a “go-to” person on staff.

### 5. Protocols for Handling Bullying and/or violence Incident

- 5.1. It is incumbent upon all Members of the Loyola High School community --- students, faculty, staff, as well as parents --- to report incidents of bullying to the school administration.
- 5.2. Any report should be made to Mr. John Patrick Mancini, Vice-Principal for Discipline (“**Person in charge**”, who can be contacted at (514) 486-1101 x.211). However, it is understood that if the incident is reported for any reason to another member of the school administration, the said member must take steps to ensure the report is treated adequately, especially by informing the Person in charge.
- 5.3. All reported incidents will be investigated and evaluated by the school administration. The Person in charge will determine which other members of the school administration need to know about the incident in order to resolve the issue and support the people involved.
- 5.4. Each complaint will be investigated by a guidance counsellor and/or Administrator in a way that respects the confidentiality of all parties involved.
- 5.5. Following the investigation, the resolution may be formal, informal or it may be determined that no action is required.
- 5.6. Interventions may include:
  - 5.6.1. support and counselling to the victim;
  - 5.6.2. supervision, support and formation to the perpetrator;
  - 5.6.3. disciplinary sanctions;
  - 5.6.4. police or medical intervention;
  - 5.6.5. follow-up with teachers to obtain observations of those involved;
  - 5.6.6. informing the parent(s) concerned of the situation within the parameters of confidentiality;
  - 5.6.7. Informing the Parents concerned of the actions as indicated in the protocol;
  - 5.6.8. informing parents who have received a report of a bullying incident of school resources that can help support them through the process.

- 5.6.9. While a situation may be deemed closed and resolved, the Loyola staff will undertake additional discrete periodic follow-ups to ensure an enduring resolution to the case and the well-being of those involved.

### 6. Confidentiality and Security

- 6.1. Only those directly concerned will be informed of the situation.
- 6.2. If, in the principal's judgement, the situation requires more monitoring the principal will seek permission from the student and the parents to inform others of the situation.
- 6.3. The principal may advise other teachers and staff who work with the student(s) involved of an ongoing incident so that they may be more aware of issues and better able to support the student.
- 6.4. Any written assessments will not include the names of individuals involved.

### 7. Disciplinary Measures:

- 7.1. General principle: As in all Jesuit schools, the disciplinary process focuses on the ongoing formation and holistic growth of the students involved. Students use time on JUG<sup>1</sup> or suspension to complete written reflections on the situations and process their experiences with the guidance counsellor and/or VP Discipline, with a goal of making amends, healing damaged relationships and growing through the disciplinary process of restorative justice.
- 7.2. A reported incident, that potentially violates any part of our policy, may instigate a disciplinary investigation. If this investigation indicates inappropriate behavior, it may result in:
- 7.2.1. a meeting with the School Administration;
  - 7.2.2. disciplinary measures including JUG, a Yellow Sheet<sup>2</sup>, suspension and expulsion, in accordance with the principles established in the Student handbook;
  - 7.2.3. educating the perpetrator through a series of "reflective activities";
  - 7.2.4. meeting with the school guidance counsellor for assessment and recommendations;

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<sup>1</sup> The word comes from the Latin *jugum* and means "yoke". It is the term Loyola High School uses for its detentions.

<sup>2</sup> This is the name given to a "charge sheet" which is filled in by the teacher/administrator and the student "charged" with a particular offense.

- 7.2.5. exclusion from school activities, teams, clubs, field trips etc.;
- 7.2.6. limiting internet use while at school;
- 7.2.7. the disclosure of information to law enforcement or other community services;
- 7.2.8. apologizing to those concerned;
- 7.2.9. community service or reparation;
- 7.2.10. follow up with all those involved;
- 7.2.11. other disciplinary measures that are appropriate for the situation.

### **8. Support Measures for All Parties**

#### **8.1. Loyola High School will:**

- 8.1.1. provide awareness for staff, students and parents regarding active listening skills signs of aggression and where to go for help;
- 8.1.2. communicate the location of "safe havens" at the school; people and areas at the school where the students can feel secure and have access to support resources. (guidance, admin, faculty, staff...)
- 8.1.3. provide timely follow-up to those concerned;
- 8.1.4. provide guidance following the incident;
- 8.1.5. establish a plan for reintegration following the incident, based on principles of "Restorative Justice";
- 8.1.6. take any other necessary measure to support bystanders and victims.

### **9. Review and Analysis of Bullying Incidents**

- 9.1. Each occurrence of bullying must be reported, documented and tracked by the school administration, in accordance with the parameters established herein, including those regarding confidentiality.
- 9.2. Statistics regarding the number and types of incidents will be compiled at the end of each year and sent as required to the Quebec's Ministère de l'Éducation de l'Enseignement supérieur (MEES).
- 9.3. An internal review of the annual statistics on the number and nature of bullying incidents will be generated:
  - 9.3.1. The annual review of cases will be used to refine the goals and objectives for the following year.
  - 9.3.2. A summary of key findings and conclusions of the annual analysis and goal setting will be presented to the Board of Governors.
  - 9.3.3. Every three years, a committee will analyze the "Assessment of Needs and Contexts" and formulate longer term recommendations.

### **10. Communication**

- 10.1.** This policy will be communicated to parents via email annually. All parents are expected to review the information with their children.
- 10.2.** This current version of this policy will be available on the Loyola High School website.
- 10.3.** All Parents will sign the LHS Student Handbook annually to indicate awareness and compliance of this policy.

Approved: September 21, 2020