



Anti-Bullying and Anti-Violence Plan 2021 – 2022

Introduction

Greaves Adventist Academy (hereafter mentioned as GAA) is an educational institution offering English-language instruction for Kindergarten, Elementary and Secondary education. Having a campus in Montreal and another in Sartigan, this school is operated by the Quebec Conference of the Seventh-day Adventist Church in Canada, and its aim is to train children to meet the responsibilities of this world and prepare them to become faithful, contributing citizens of the world to come.

Each year, schools develop and implement plans to manage incidents of violence and bullying within the school in order to maintain a safe and secure environment for every student. This document will include definitions and examples of acts of bullying and violence, as well as the procedures, plans and proposed steps to counteract the prevalence of such acts.

Definitions

Violence:

According to the Education Act (Article 13), 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.

To be more specific, various forms of violence are as follows:

- Verbal violence (insults, yelling)
- Violence in written form (text messages and other written messages)
- Physiological violence (threats, putdowns, gossip, exclusion)
- Material violence (theft or breaking of objects)
- Sexual violence (inappropriate, embarrassing, humiliating or other unacceptable types of languages or behaviour)

Bullying:

According to the Education Act and the Act Respecting Private Education, the word “**bullying**” is defined as any repeated action including direct or indirect inappropriate behaviour, 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 injuries, or hurts, oppresses, intimidates or ostracizes (Article 13, Education Act). Bullying is a form of violence and it is not tolerated at Greaves Adventist Academy.

Analysis of School's Situation

GAA monitors acts of violence and/or bullying in order to assess the school climate and eliminate behaviours that threaten the safety and well-being of students and staff. Currently, here is a general outline of the structures in place:

- GAA commits to having standard written incident reports completed by staff, students and parents regarding incidents of violence or bullying.
- GAA records any intervention (suspensions, expulsion, etc.) related to bullying and violent behaviour.
- Staff members assess the safety of students during their supervision time. This assessment allows for a first-hand account of the status of healthy habits and interactions within the school.
- Students with recurrent referrals are supervised more closely, having frequent interventions and meetings with administrators in an effort to shape stronger positive practices.
- GAA communicates with students and families involved in bullying incidents so that the home can know the intolerable behaviors and maintain accountability.
- A mandatory survey for students and staff will be conducted once yearly to identify their perception of bullying. This will inform training and support needs for the school year.

Steps to Prevent Bullying

Below are the preventative measures in place:

- Students partake in weekly assemblies that focus on themes such as the importance of respecting boundaries, self-respect, bullying, citizenship, honor, and so on, all within the context of faith. These weekly meetings are designed to foster healthy, positive living that counters bullying and violent behavior;
- Teachers undergo regular training and attend workshops to increase awareness and management. These trainings include "Aggression Replacement Therapy" training and "Social Skills" training among others;
- All school staff review the Student Handbook which outlines the Discipline Code and recognize their duty to ensure that students conduct themselves accordingly;
- Students are supervised at every point of the day by staff and security cameras. The staff are frequently reminded of their moral and legal responsibility to manage and/or report inappropriate acts as they occur;
- Teachers instruct students to record incidents immediately on the school reporting form so that the issue can be addressed and corrected promptly.

Procedure for reporting cases of bullying

All members of the school are entitled to a safe, non-threatening and easily accessible process for reporting incidents of bullying or violent behaviour regardless of whether they are victims, witnesses or a reporting party. Students and teachers are urged to report cases of violence or bullying immediately. GAA ensures the confidentiality necessary for parties reporting incidents of bullying and/or violence. Likewise, we guarantee that the identified incident will be investigated and disciplined appropriately (see the section below describing action to be taken against bullies).

In the event of a case of bullying, follow the procedure below.

If you are a student or staff member being bullied:

- Inform the teacher or supervisor on duty immediately.
- Once a student has made a verbal report of a bullying or violent incident, he/she will then provide a written report of what has taken place (see Appendix 1).
- Any verbal report given to a staff member from a student must be documented and followed-up as needed.
- If the individual being bullied desires to remain confidential, he/she may submit an anonymous report on the school website under the "Contact Us" tab (see Appendix 2 for instructions).

If you are witness to a case of bullying:

- Inform the teacher or supervisor on duty immediately.
- Once a witness recognizes a bullying or violent incident, he/she will then provide a written report of what has taken place (see Appendix A).
- If the witness desires to remain confidential, he/she may submit an anonymous report on the school website under the "Contact Us" tab (see Appendix B for instructions).

*Anyone witnessing violence or bullying is strongly urged to report to the office administration immediately. The quicker the reporting, the quicker the concerns can be addressed.

Information for parents aware of a bullying incident:

Parents who are made aware of a bullying situation or act of violence involving either their own child or other students of the school are obliged to inform a staff member.

Contact Methods for Parents:

- Parents can call the main office and request to speak with an administrator regarding a bullying incident; or
- Parents can email their concerns to the registrar, who will deliver the information to the appropriate administrator(s) immediately.

*Confidentiality is ensured in both cases.

Measures to make sure complaints remain confidential

Our school pledges to take steps to protect the confidentiality of persons involved (victim, perpetrator, witness) in incidents of bullying or violence.

- As part of the investigative and follow-up processes, the school is committed to maintaining fair and accurate records of each incident report of bullying or violence, regardless of the investigation outcome. The school keeps these records confidential and secure under the guardianship of the principal so as to protect all parties regardless of their role in the incident.
- Staff, parents and students are reminded of their responsibility to share information about an incident strictly on a need-to-know basis with consideration to privacy of individuals. In all instances and procedures, sensitivity to the fears, feelings, and implications for all parties involved must be honored and respected.

The action to be taken against bullies when bullying is reported by a student, teacher, or parent.

No member of the school will be indifferent towards reported or witnessed acts of violence and bullying. Greaves Adventist Academy is committed to responding to and investigating, within a timely manner, any report received which suggests that an incident of violence and/or bullying has taken place.

Specifically, the school staff agree to GAAs commitment to a zero tolerance with respect to acts of violence or bullying or reports of said acts. This means that all reports will be investigated and the appropriate disciplinary recourse will be taken.

Students who, upon investigation, have indeed committed acts of violence and/or bullying are subject to any combination of the following consequences, as appropriate:

- A meeting with school administrators
- A behavior contract with follow-ups
- A meeting with parents
- A letter of apology to write and deliver to the victim
- Required sessions with a private counselor, social worker, therapist or psychologist with follow-up provided to the school.
- Detention(s)
- Three (3) detentions warrant a suspension.
- In-school suspension(s)
- Out-of-school suspension(s)
- An expulsion
- Three (3) suspensions warrant an expulsion
- Police intervention, at the discretion of the school administrator(s).

Ways to support victims or witnesses of bullying or violence

Students who fall victim to bullying and/or violence may need additional support. Please see our support structure below:

- A member of the school staff will be responsible for regular monitoring and follow-up in regards to interactions between the student involved in the incident(s).
- The staff member will conduct the follow-up meeting with the student to ensure the bullying or violence has stopped and to provide support to the student. The degree of support offered depends upon the feedback from the victim regarding the current circumstance. Follow-up meetings with the staff are designed to ensure the establishment of a sense of security. In some cases, the school may suggest a referral to the social worker.
- The staff member will communicate concerning behavior or mindsets stemming from these incidents to administrators immediately.
- Parents will be informed following the incident and updated periodically.
- The school will provide educational services to the wider school population if the incident reflects a larger problem within the school.

General Concluding Remarks

At Greaves Adventist Academy we recognize the seriousness of bullying and violence and aim to ensure that our school environment is indeed safe and secure for students and staff alike. Ultimately, we purpose to eliminate such acts, training our students to instead develop Christ-like character traits that allow them to think and act with love and respect for others and themselves.



APPENDIX A

Bullying Report Form

Please review the general description of bullying before you continue:

- 1. It is repeated;
- 2. There is an imbalance of power; and
- 3. The person is being hurtful.

Name of victim (optional): _____ Date of report: _____

**Please note that, without your identification, we may not be able to give you personalized support. All reports of this nature will remain confidential.*

1. What type of bullying is being experienced (please circle)?

Physical Verbal Relational Cyber

2. Where does this happen (please circle)?

In class Outdoor school grounds Gym Washroom Hallway Online Other: _____

Check all that apply to this specific incident:

PHYSICAL - Harm to another's body or property			
<input type="checkbox"/> Threatening physical harm	<input type="checkbox"/> Pinching	<input type="checkbox"/> Tripping	<input type="checkbox"/> Scratching-
<input type="checkbox"/> Making threatening gestures	<input type="checkbox"/> Biting	<input type="checkbox"/> Extortion	<input type="checkbox"/> Hair pulling
<input type="checkbox"/> Hitting	<input type="checkbox"/> Spitting	<input type="checkbox"/> Punching	<input type="checkbox"/> Slapping
<input type="checkbox"/> Cornering/blocking	<input type="checkbox"/> Kicking	<input type="checkbox"/> Theft	<input type="checkbox"/> Arson
<input type="checkbox"/> Destroying or defacing property			
VERBAL/EMOTIONAL CONDUCT - Harm to another's self-worth			
<input type="checkbox"/> Threatening to secure silence		<input type="checkbox"/> Name calling	
<input type="checkbox"/> Challenging in public		<input type="checkbox"/> Insulting gestures	
<input type="checkbox"/> Racial, Ethnic or Religious slurs or epithets		<input type="checkbox"/> Taunting	
<input type="checkbox"/> Defacing or falsifying schoolwork		<input type="checkbox"/> Insulting remarks	
<input type="checkbox"/> Insulting/degrading graffiti			
<input type="checkbox"/> Harassing and/or frightening phone calls, emails, text or phone messages			
<input type="checkbox"/> Unwanted sexually suggestive remarks, images or gestures			
RELATIONAL CONDUCT - Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion			
<input type="checkbox"/> Using negative body language or facial expressions		<input type="checkbox"/> Threatening to end a relationship	
<input type="checkbox"/> Gossiping-Starting/spreading rumors		<input type="checkbox"/> Playing mean tricks-	
<input type="checkbox"/> Arranging public humiliation		<input type="checkbox"/> Ostracizing/total group rejection	
<input type="checkbox"/> Insulting publicly-Ignoring someone to punish or coerce			
<input type="checkbox"/> Exclusion-Undermining other relationships			

3. When does this happen (please circle)?

Before worship During class time Breaks Lunch After school Randomly

Other: _____ (ex. Day 1, Period 2)

4. How often does it occur (please circle)?

Daily or almost daily Weekly or almost weekly Monthly Once

5. Who is doing the bullying? **Name:** _____ **Grade:** _____

6. When did the individual begin the bullying act(s)? **Month:** _____ **Year:** _____

7. Did you tell an adult (please circle)? → **Yes** **No**

If yes, who? (optional) _____

Describe any physical evidence that exists related to the incident (including physical marks, video/audio, printouts/screenshots of social media and other websites, emails, photos, text messages, etc.) Be advised that photos should be taken and printed off for all evidence contained on cellphones (i.e. text messages, photos, social media activity):

Describe the incident(s) in more detail:

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with an investigation regarding bullying shall be subject to appropriate disciplinary action. Greaves Adventist Academy prohibits retaliation (i.e. threats, spreading rumors, ostracism, assault, destruction of property, etc.) by a student or Greaves employee against any person who makes a report of bullying in good faith, serves as a witness, or participates in an investigation.

Signature of person making the report

Date

-----DO NOT WRITE BELOW THIS LINE-----

Received by _____ Position _____ Date _____

APPENDIX B

**How to Submit an Anonymous Bullying Report**

Victims of bullying are encouraged to report their concerns to school officials immediately. If a student feels uncomfortable sharing his/her concerns openly, he/she is able to submit an anonymous report through the Greaves Adventist Academy website.

Here are the instructions:

1. Visit the Greaves Adventist Academy website at <https://www.greavesadventistacademy.com/>
2. Click on the "Contact Us" tab at the top right corner of the screen if on a desktop computer
OR
Click on the ☰ Menu tab and then select "Contact Us" if on a mobile device.
3. At the bottom of the "Contact Us" page, you will find a set of boxes wherein you can write your message. To preserve your confidentiality, fill in the boxes with the **boldened** words below:

First name: **BULLYING**

Last name: **CONFIDENTIAL**

Email: **Confidential@greavesadac.com**

*This email address cannot receive emails. Only use it while completing this form in order to remain anonymous.

Message:

Here, please write about the bullying incident. Include information similar to what is requested in the "Bullying Report Form" in Appendix A. Remember, without your identification, we will indeed investigate your concerns; however, we may not be able to give personalized support that may be of benefit to you. If you do submit a report to the office, school administrators will know, but it will otherwise remain confidential.