

Policy no. 08

ANTI-BULLYING AND ANTI-VIOLENCE POLICY¹

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¹ This policy was written by Marie-Lou Larouche, Academic Advisor at TAV College.

FOREWORD

TAV College seeks to actively promote positive interpersonal relations between all members of the school community. This policy aims to prevent and stop all forms of bullying and violence targeting a student, a teacher or any other school staff member. As an educational institution, we have an obligation to promote mutual respect, tolerance and acceptance. To that effect, the College's Code of conduct states:

Anyone attending or working at the [College] must comply with the laws that govern our society and abide by the policies and regulations governing the [College]. Students and staff must have a behavior that is respectful of [College] property, individual property and the environment. Individual behaviour must not go against the values and principles that are promoted in our society.²

In Quebec, there is a formal legislation on bullying, Bill 56: "An Act to prevent and stop bullying and violence in schools"³. The Act states the duties and responsibilities of the school boards, public or private schools, and the Ministry to provide a healthy and secure learning environment which allows every student to develop his or her full potential, free from any form of bullying or violence. The law pertains to all incidents of bullying that affect the school's learning climate, including incidents in electronic form.⁴

Bill 56 defines bullying as "any repeated direct or indirect 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 injures, hurts, oppresses, intimidates or ostracizes"⁵. Bullying can take many forms: verbal, physical, social, or electronic (cyberbullying). It can focus on disability, sexual orientation, gender identity, sexuality, race, ethnicity, religion or other issues. It also define violence as "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"⁶.

Every College staff member is accountable for collaborating in the implementation of the anti-bullying and antiviolence plan.

The [College] will have zero tolerance for anyone who is violent or who adopts behaviours that may compromise the physical integrity of anyone who attends TAV College. The [College] will sanction sexual and psychological harassment, other [criminal] acts and any form of misconduct. This regulation will be applied in accordance with individual rights already recognized by the laws in force, particularly through the Quebec and Canadian Charters of Rights and Freedoms.⁷

RESPONSIBILITIES

² "Article 1", *Code of conduct*, TAV College (2013).

³ National Assembly, "An Act to prevent and stop bullying and violence in schools", [<http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=5&file=2012C19A.PDF>], 2012.

⁴ PREVNet, "What is Bullying", [<http://www.prevnet.ca/resources/policy-and-legislation/quebec/for-educators/>], Queens University and York University, 2017.

⁵ *Op. cit.*, "An Act to prevent (...)"

⁶ Ministère de l'Éducation et de l'Enseignement supérieur du Québec, « Fighting Bullying and Violence in the Schools », [<http://www.education.gouv.qc.ca/en/current-initiatives/bullying-and-violence-in-the-schools/>], 2018.

⁷ "Article 3", *Code of conduct*, TAV College (2013).

1. Dean of studies

The dean of studies is designated to be the main person who will receive and promptly deal with all reports or complaints concerning bullying or violence in the College. It is the responsibility of the dean of studies to take into consideration the severity of the bullying incidents, any disciplinary measures taken on previous occasions and the best interest of the students when determining the consequences of engaging in bullying behaviours.

The dean of studies:

- a) Recommends the adoption of the Anti-bullying and Anti-violence plan that strictly follows the recommendations and guidelines provided in the legislation to the Board of Governors;
- b) Oversees the respect, application and enforcement of the policy by staff, teachers and students;
- c) Oversees the revision, evaluation and updating of the policy when modifications are deemed necessary;
- d) Disseminates the policy to all students, staff and teachers: this policy will be presented to every new student at the beginning of the semester;
- e) Provides students, teachers, professionals, and support staff with the necessary resources for ensuring that the policy is respected;
- f) Gives an opportunity to have an open discussion with all parties before deciding of a consequence for the person intimidating;
- g) Receives the incident report and meets with all parties involved. If necessary, the dean of studies will appoint other members of the College to judge the issues being raised in an informal committee;
- h) Protects the confidentiality of any report or complaint concerning an act of bullying or violence;
- i) For students under 18 years old, the dean of studies:
 - o Notifies the parents or guardians of the student who was victimized about the form and nature of the bullying activity that resulted in harm to their child;
 - o Informs the parents or guardians of the victimized student about the anti-bullying and anti-violence plan in response to the bullying incidents;
 - o Notifies the parents or guardians of the student who bullied about the form and nature of the bullying activity that resulted in harm and the action that will be taken to prevent any further act of bullying or violence;
 - o Informs the parents or guardians of the reasons for the consequences decided and measures to be imposed on the student as a consequence of engaging in bullying behaviours.

1. The College⁸

- a) Provides a healthy and secure learning environment for every student – where each student can develop his or her full potential, free from any form of bullying or violence;
- b) Makes available to the school community the anti-bullying and anti-violence plan and enforces its content;

⁸ This entity includes all staff employed by the College: management, administrative staff, teaching staff, program coordinators, professionals and support staff.

- c) Collaborates in the implementation of the Anti-bullying and anti-violence policy, the College's safety and anti-violence measures and of the procedures to be followed when an act of bullying or violence is observed.

If a student, teacher or other school staff member observes an act of bullying or violence, here are their responsibilities.

2. Teachers and other staff members

- a) Are aware of the Anti-bullying and anti-violence policy and enforce its content;
- b) Notify the dean of studies about the situation;
- c) Fill-out an incident report⁹ on intimidation with the dean of studies (if necessary).

3. Students

- a) Are aware of the Anti-bullying and anti-violence policy and respect its content;
- b) Notify the dean of studies about the situation, or any other staff member who must notify the dean of studies;
- c) When appropriate, offer a testimony contributing to the incident report on intimidation.

⁹ All incident reports on intimidation will be kept in College files for a minimum of 5 years.



INCIDENT REPORT: INTIMIDATION

Situation evaluation:

How frequently has this happened (dates and circumstances)? Please try and be as precise as you can.

How does the person intimidated feel? Why do you feel this way?

Were there any witnesses for this last incident or any other similar incident? If so, please state their names.

Has the person intimidated informed anyone or taken any action before officially filing this report? If so, when?

Has the person intimidated told the person intimidating that this was unacceptable behaviour (for this incident or any other in the past)?



INCIDENT REPORT: INTIMIDATION

Should this person seek professional support from outside the College (community organization, CLSC, psychologist, etc.)?

Set-up next appointment for follow-up if necessary:

Are there any protective measures taken?

Did you know of the Anti-bullying and anti-violence policy before filing this report?

Comments:

Teacher/staff member signature : _____

Person intimidated signature: _____

Received by dean of studies (Signature) : _____

Date : _____



DECLARATION OF THE STUDENT INTIMIDATING

Please complete this form using block letters.
Submit this form to the Dean's office.

Student ID Number: _____

Name of student: _____

Semester / YEAR (ex.: fall/2010): _____ **Date:** _____

Incident description → Intimidation or cyberbullying (who; when; what - bad treatment of a physical, sexual or psychological nature, inflicted in writing or in any other way; where; how often)

Why was my behaviour unacceptable?

What should I have done?

Consequence or sanction for person intimidating (permanent note in College file, mandatory meetings with specialist – social worker, psychologist, etc, - in the College or in the community.

Next appointment for follow-up:

DECLARATION OF STUDENT:

I have been reminded of the College Code of conduct and the Anti-bullying and anti-violence policy.

Initials:

Date:

I understand that this behaviour is completely unacceptable and I accept the consequences decided. I know that if a similar incident happens in the future and I am involved, this will lead to my immediate expulsion.

Initials:

Date:

Comments:

Signature (student intimidating): _____

Received by dean of studies (Signature) : _____

Date : _____