

ANTI BULLYING POLICY

Bullying and harassment are prohibited in LFIM. Students should be able to attend school in a safe environment free from bullying and harassment.

1. Definition

Bullying: occurs when a student repeatedly attempts to hurt, humiliate or exclude another less powerful student. The four main ways in which school bullying happens are:

Physical bullying: when a student uses physical force to hurt another student by hitting, punching, pushing, shoving... It is also bullying to interfere with another student's belongings, to take or break their possessions and to demand or steal money.

Verbal bullying: Includes threatening, taunting, intimidating, insulting... It is also bullying when a student uses hostile gestures.

Relational bullying: when a student tries to hurt another student's friendships and relationships through deliberately leaving them out, spreading gossip and rumors about them, ostracizing... This also includes writing words or creating drawings designed to hurt another student.

Cyberbullying: occurs when students use cell-phones, text messages, e-mails, instant messaging, chatrooms, blogs and social media to bully another student in any of the ways described above.

2. Scope

This policy covers conduct that takes place at school, on school properties and during school related activities. This policy also pertains to usage of electronic technology and electronic communication that occur at school or during school related activities. This policy applies to the entire school community, including staff, students and parents.

3. Training and prevention.

Students and staff will be given instruction on how to prevent bullying and harassment. This will also include instruction on the process for filing complaints and the process/consequences that will result from the complaint.

4. Reporting Bullying and Harassment

All allegations of bullying or harassment shall be reported to any staff member (the one the supposed victim feels most comfortable with). The staff member will contact the Head of School (HoS). If it is a verbal report, it should be followed within 24 hours by a written report.

Any student who observes an act of bullying or harassment should report the bullying or harassment to any staff member

Reports alleging bullying or harassment may be filed with any staff member by parents and school volunteers.

Reports may be led anonymously. However, disciplinary action cannot be taken solely based on an anonymous report.

Anyone who files false reports of bullying or harassment will be subject to disciplinary action or may be subject to legal action.

All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

5. Investigation of Bullying and Harassment

Once reported, any allegation of bullying or harassment will be promptly investigated (within 5 school days whenever possible) by the dean of students (if it involves middle or high school students) or the HoS.

They will be held accountable for doing everything possible, within reason, to resolve the situation.

The HoS will determine appropriate disciplinary action if necessary.

6. Retaliation.

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated.

7. Discipline and Remediation

If needed, proper disciplinary action will be taken following the conclusion of the investigation.

Disciplinary actions for bullying and harassment may include, but are not limited to: warnings; loss of opportunity to participate in extracurricular activities, school social events or field trips ; community service; in-school suspension; short term suspension; or expulsion (see the internal rules). The specific consequences should be consistent, reasonable, fair, age appropriate and match the severity of the incident.

This policy will be distributed annually and will also be included in the school website.