

**Anti-bullying Policy:**

Bullying of any kind is strictly prohibited in the school. In dealing with incidents of bullying each party involved will be asked to separately put into writing their own version of the incident.

Any witnesses will also be asked to record their version of the incident.

Acts of bullying will follow the process of Counseling for the bully and the bullied student, with prior information to, and meeting with the parents of these students. Initially, counselling will be for a month, with four planned sessions.

If the act of bullying is repeated post counselling, it will lead to suspension or expulsion of the student/s from school as deemed appropriate.

Extreme cases of bullying leading to mental anxiety, isolation and physical harm to the bullied student could merit expulsion of the student, post a detailed investigation of the act.

**Code of conduct and behavior:**

Examples of Inappropriate behaviour include the use of abusive language, defiance, disrespect, insubordination, giggling during a session, disruption, non-compliance, physical aggression, theft, harassment, bullying, inappropriate display of affection and lying.

Indiscipline in class resulting in the disruption and flow of the lesson will require the teacher to handle the matter firmly herself and if need be to report the matter to the VP or Coordinator. The first warning will be a verbal one and a diary note.

. The following are included as inappropriate behaviour towards a teacher: answering back, passing rude comments, maligning a teacher publically or being disrespectful. If a student indulges in any of the above points repeatedly, after an initial investigation by the teacher, the matter will be reported to the Director Principal. The Dir. Principal will meet the student/s with the Vice Principal and the Counselor; parents of the student/s will be called for a meeting. The student/s will face suspension up to a week...

Parents of offending students will be sent written communication by the school. All communication between the school and parents will be documented for reference.

**E-safety Policy:**

The school reserves the right to intervene in cases of cyberbullying:

1. When they happen during school hours or after school hours but pertain to a student/ teacher/ staff of the school
2. When students commute to and from school
3. During school trips/tours where students are representatives of their school.

### **Investigating Procedure:**

1. If a student receives an abusive e-mail or text (or any other form of unacceptable electronic communication), he/she should report the matter to the Head of School as soon as possible. A copy of the e-mail with full headers, plus dates and time should be saved wherever possible.
2. Depending on the nature of the allegation, the case will be addressed initially by the Head of School. Help will be sought from personnel of the IT Department in the matter if needed. The Vice Principal will be kept informed of all proceedings. For more serious allegations, the incident will be referred to the Discipline Committee headed by the Principal; also, the parents of the concerned students will be informed. In extreme cases, the Police or other external agencies could be informed.
3. Students involved will be given a hearing to establish appropriate sanctions. Parents of students will be notified of the outcome.

### **Sanctions**

Minor acts of cyberbullying will merit up to three days of internal suspension. In addition, student/s will attend four sessions of counseling with the School Counselor.

1. External suspension up to a month will be awarded depending on the severity of the offence. The severity of the offence will be determined not only by the nature of offence, but also by the impact on the victimized student.
2. Expulsion of student/s could take place in offences which are very serious and merit intervention by the police or other external agencies.