

DE LA SALLE SANTIAGO ZOBEL SCHOOL
Ayala Alabang Village, Muntinlupa City

DLSZ ANTI-BULLYING POLICY

1. RATIONALE

As part of the Lasallian tradition, and in pursuit of its vision and mission, De La Salle Santiago Zobel School (DLSZ) seeks to maintain a safe, secure, healthy, inclusive and enriching environment that is conducive to instilling Lasallian values and fostering a Christian community and free from intimidation, humiliation and hurt.

Bullying and other forms of mistreatment are contrary to such environment and must be addressed to avoid interference with the formation of students, community life, and opportunities for learning and living a moral, Catholic and Filipino Christian life.

2. OBJECTIVES

This anti-bullying policy seeks to:

(a) Promote awareness and understanding of bullying and its ill-effects on the development, formation, welfare and well-being of every person, including the victim, the offender, and the community at large;

(b) Provide for clear and effective mechanisms, processes and procedures for preventing, responding to, reducing incidents and countering effects of, and acting on, incidents of bullying and other forms of mistreatment;

(c) Ensure that all members of the administration, faculty and staff of DLSZ, students, parents, guardians and other members of the community are aware of and will strictly observe those mechanism, processes and procedures relating to bullying; and

(d) Protect the welfare, well-being, and integrity of the education and formation of every student at DLSZ.

This Policy will create an atmosphere where bullying is regarded as unacceptable, and a safe, secure, healthy, inclusive and enriching environment for the formation and education of students thereby enjoining the community at DLSZ to assume the responsibility to prevent, respond to, reduce incidents and counter effects of, and act on, incidents of bullying and other forms of mistreatment.

3. DEFINITIONS

The following terms, as used in this Policy, have the following meanings:

Bullying means any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim including, but not limited to, punching, pushing, shoving, kicking, slapping, headlocks, armlocks, pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim's psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body;
- d. Retaliation against a student who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;
- e. Calling names with the express purpose of humiliating, embarrassing a student, or otherwise causing trouble;
- f. Rudeness and intimidation, which may be done through unwanted physical acts or non-verbal means (e.g., mean look, snickering, or staring);
- g. Giving threats, creating fear and extorting money, food or possessions from other students;

- h. Malicious gossip and exclusion from the group, circulating gossip or damaging stories that tend to discriminate, exclude, and hate another student;
- i. Damage to clothing, mobile phone, MLD, electronic devices, school books, and other learning materials, interference with a student's locker, defacing or hiding another person's property; or
- j. All other forms of bullying analogous to those provided under the Anti-Bullying Law and its IRR.

The term "*Bullying*" also means:

- a. *Social bullying* - any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group;
- b. *Gender-based bullying* – any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI);
- c. *Cyber-bullying* - any act of Bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to, texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in applicable laws, rules, regulations, or issuances (e.g., DepED Order No. 40, s. 2012).

"Bullying Incident Report" means any report, in any form, whether written or verbal, of any and all incidents of Bullying, suspected Bullying, or any threat to the safety of any student

"Campus" means any of the two (2) campuses of De La Salle Santiago Zobel School in Ayala Alabang Village, Muntinlupa City, and Vermosa in Imus, Cavite;

"CSAF" means the Coordinator for Student Affairs and Formation assigned to the relevant grade level, as described in the organizational chart of DLSZ for academic year 2018-2019, or its equivalent;

"DLSZ" means De La Salle Santiago Zobel School;

“**JHS**” means Junior High School, or grades 7, 8, 9 and 10, at DLSZ;

“**Parents’ Association**” means the duly recognized association of parents and guardians of students of DLSZ;

“**Policy**” means this anti-bullying policy;

“**School**” means De La Salle Santiago Zobel School;

“**School Official**” refers to any official serving any of the following roles: level teachers, team leaders, counselors, CSAF, Vice Principal for academic year 2018-2019, or its equivalent;

“**Student**” means any student of DLSZ;

“**SHS**” refers to senior high school, or grades 11 and 12, at DLSZ Vermosa.

4. LEGAL BASIS AND COVERAGE

This Policy is adopted pursuant to Republic Act No. 10627, otherwise known as the “Anti-Bullying Act of 2013.”

This Policy applies to the administrators, faculty members, staff and students, and parents and guardians of students, of DLSZ.

5. PROHIBITION

The following acts are hereby prohibited in DLSZ in all its forms, regardless of the means, place and time of its commission:

- a. Bullying on campus, property immediately adjacent to the Campus; at school-sponsored or school-related activities, functions or programs whether on or off campus; at student drop off points; on school buses or other vehicles owned, leased or used by the school or in relation to an official activity/function of the School; or through the use of technology or an electronic device owned, leased or used by any Student;
- b. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act/acts in question create/s a hostile environment at School for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of the School; and

- c. Retaliation against a person who reports Bullying, who provides information during an investigation of Bullying, or who is a witness to or has reliable information about Bullying.

For the avoidance of doubt, this Policy applies to Bullying of Students by other Students, school employees, parents/guardians, or volunteers. This policy also governs vendors or any other having business or contact with any of the Students.

6. SIGNS OF BULLYING

Whenever signs of Bullying becomes manifest, any person who will notice the signs should notify any School Official according to Section 10 below.

Signs of Bullying may include the following: fear of walking to or from school; begging to be driven to school; change in usual routine; unwillingness to go to school (school phobic); truancy; withdrawnness; anxiousness; lack of confidence; stammering; suicide attempts; running away; crying to sleep at night or having nightmares; feeling of being ill in the morning; exerting less effort with school work than before; coming home with clothes torn or books damaged; having possessions which are damaged or "missing"; asking for money or starting to steal money; having food or other monies continually "lost"; having unexplained cuts or bruises; coming home hungry (money / lunch has been stolen); aggressiveness, disruptiveness or unreasonableness; bullying other children or siblings; loss of appetite; fear to say what's wrong; giving of improbable excuses for any of the above; fear to use the internet or mobile phone; nervousness and jumpiness when a cyber-message is received; lack of eye contact; impatience; change in attitude towards people at home.

These signs and behaviors could indicate other social, emotional and/or mental health problems, but bullying should be considered a possibility and should be investigated on.

7. SITES OF BULLYING

For purposes of this Policy and interpretations thereof, Bullying may be committed:

- a. On Campus: anywhere within the grounds of the School, including classrooms, hallways, cafeteria, canteen, faculty rooms, auditorium, gymnasium, sports pavilion, theater, playground, chapel, restrooms, computer rooms, laboratories, all other facilities and areas within the perimeter of the School, and surrounding areas, such as sidewalks.
- b. Off-Campus, which includes the following
 - 1) properties immediately adjacent to School grounds including places or establishments frequented by our students;

- 2) any other place where school-sponsored or school-related activities, functions or programs are conducted;
- 3) Loading and unloading areas around the School;
- 4) Any and all types of vehicles used in relation to any activity off-campus; and
- 5) School buses or vans recognized by the School as transport service providers to Students.

c. In Cyberspace and other media, including short messaging service (SMS), social media, chatrooms, websites, all regardless of the web site administrator's permission to use foul or explicit language or content, or absence of any particular standard of use, and other similar or related media.

8. PREVENTION

The School will endeavor to formulate and implement programs and initiatives aimed at preventing the occurrence and proliferation of any and all forms of Bullying. The programs may include the following:

School-wide Initiatives

1. School Aiming for a Friendly Environment (S.A.F.E.) program, which will serve the following objectives:
 - a. educate the School community on the benefits of making the right choices,
 - b. build positive social relationships,
 - c. promote awareness on the possible consequences of their choices, and
 - d. promote a safe and positive environment in the School.
2. Digital citizenship campaign.
3. Transition Program (e.g., *My Lasallian Journey*) for new students given every term.

Classroom-level Initiatives

Dissemination of information regarding Bullying, of this Policy, and of prevention programs contemplated in Section 9(1), which include the following:

- a. Empowering classmates or bystanders;
- b. Empowering the class officers;
- c. Involving the subject area teachers by being mindful of promoting positive behavior as application of values; and
- d. Angel/Buddy System Initiative

Parents Involvement

Discussions on this Policy, emphasizing bullying prevention during Parents Association meetings and seminars; and conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

9. REPORTING

The School encourages any and all members of the community at DLSZ to report any and all incidents of Bullying, suspected Bullying, or any threat to the safety of any students at DLSZ to any school administrator, class adviser, subject teacher, or counselor (who are identified in Annex A), or by sending an email to any of the following addresses: dlszcares@dlszobel.edu.ph [Note: The Counseling Office shall be the recipient of messages.]

Grade 5 and 6, JHS and SHS students may also report any and all incidents of Bullying, suspected Bullying, or any threat to the safety of any student at DLSZ, through Google Doc's "Report a Bully" form initiated by the School Counseling Office: <https://mail.google.com/mail/u/0/#inbox/162d78bb5ba8a3b2?compose=162d6afa60410ef4>.

Bullying incident report forms are available at https://sites.google.com/s/1XWc6fRB2TN0eB1dDOLakdVScZxaZX4-S/p/12eRbBHL4YbOZpc7Yu_HCe3IDAdsnkVkf/edit and may be used in reporting any and all incidents of Bullying, suspected Bullying, or any threat to the safety of any student at DLSZ. The complainant may be required to complete a written form and to turn over copies of evidence of harassment or bullying including, but not limited, to letters, emails, and pictures.

10. PRELIMINARY ACTION

All Bullying Incident Reports received by any school administrator, class adviser, subject teacher, or counselor must be reported to the CSAF, who must, immediately upon receipt of the Bullying Incident Reports and without delay, take action to:

- a) Stop or put a stop to any and all acts that constitute Bullying;
- b) Cause the physical separation of the students involved;
- c) Remove the complainant or, in appropriate cases, the accused from the site, and endorse the complainant and the accused to the appropriate party (e.g., subject teacher, class adviser or school counselor), at the discretion of the CSAF;
- d) Ensure the victim's safety by -
 - 1. Determining and addressing the victim's immediate safety needs, and
 - 2. Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury, and
- e) Inform the parents or guardians of the incident, and the preliminary steps to be taken to prevent any further acts of Bullying or any retaliation.

All school administrators, class advisers, coordinators and counselors must support the initiatives of and respond to requests for assistance of the CSAF.

11. INVESTIGATION

Immediately upon taking preliminary action in accordance with Section 9, the CSAF will promptly conduct an investigation on the Bullying Incident Report. Both the complainant and the accused will be given an opportunity to provide a statement to the CSAF. The CSAF may interview other parties who may have personal knowledge of the alleged incident or the circumstances giving rise to the complaint and evaluate any information or documents relevant to the complaint. This information may include emails, texts, video recordings, or any other physical evidence.

Any teacher, counselor, school staff, student, parent, or volunteer who witnessed the acts that may constitute Bullying is or will be urged to fully and fairly cooperate in the investigation.

Unless extenuating circumstances prevent otherwise, the investigation shall be completed no later than ten (10) school days from the receipt of the Bullying Incident Report.

Upon the completion of the investigation, the CSAF will draft a written summary of findings on the Bullying Incident Report, which will include findings of (i) facts surrounding the incident described in the Bullying Incident Report, and (ii) whether

there is preponderance of evidence that Bullying, as defined in this Policy, has been committed.

In conducting the investigation, the CSAF will consider the totality of circumstances presented in determining whether conduct objectively constitutes Bullying. The CSAF will examine the context, nature, scope, frequency, duration, history, and location of incidents, as well as the identity, number, and relationships of the persons involved.

The CSAF will present the Findings to a **discipline committee** that will be composed of one subject area coordinator and two other department CSAFs, which must be constituted pursuant to this Policy.

12. DISCIPLINARY MEASURES AND DUE PROCESS

Disciplinary action on the Bullying Incident Report may be initiated through (i) a complaint by the complainant, or (ii) the CSAF, on his/her own instance.

For complaints that may be meted with the penalty of exclusion, the complaint must be executed by: (1) the complaining student with the assistance of his or her parents or guardian; (2) or solely by the parents on the basis of their child's statements. In either case, the complaint must be duly sworn to by, or supported by an incident report signed in the presence of the parents/guardians or voice recording of, the executing student and/or parent stating clearly how the act/s of bullying was/were committed and other attendant circumstances, or (ii) supported by a sworn statement.

The Complaint or Charge for Bullying shall be filed with the Discipline Committee.

The Discipline Committee will furnish the parents of the respondent Student/s a copy of the Complaint and give the Student/s concerned, with the assistance of his/her parents or guardians, an opportunity to file an answer signed by within three (3) school days or within a reasonable period from receipt of the Complaint as may be allowed under the circumstances.

Based on the steps described above, the Discipline Committee will issue a resolution on the Complaint.

In case of non-admission, section 9.9 and other relevant provisions of the Student Handbook will apply.

The Office of Student Affairs and Formation shall then issue a decision on the Complaint, which will include a summary of the facts, and state the sanction that will be imposed based on the provisions of the student handbook.

The decision of the Discipline Committee may be subject to appeal to the President of DLSZ within a period of five (5) school days from receipt of the decision. In case of an appeal, the President may modify or revise the decision only on a finding that the summary of the facts has been shown to be materially inaccurate or the sanction is not in accordance with the Student Handbook.

Complaints of bullying and other acts under this Policy shall be within the exclusive jurisdiction of the Discipline Committee.

13. INTERVENTION

Without prejudice to the disciplinary measures that may be taken by the School against those found to have committed acts that constitute Bullying, the following programs and other programs designed to prevent acts that constitute Bullying may be implemented and will be supported by the School:

- a. Periodic counselling sessions; and/or and upon the recommendation of the level counselor, referral to a specialist;
- b. Periodic surveys to determine occurrence of Bullying at DLSZ, frequency and details thereof;
- c. Training and seminars for counsellors, subject teachers and coordinators regarding Bullying, and related topics;
- d. Periodic review of guidance classes curriculum that will cover awareness and prevention of bullying, child protection and positive non-violent discipline or opportunities for practicing proper social behavior, respect and self-confidence.
- e. Community service; or
- f. Retreats and spiritual exercises.

14. CHILD PROTECTION COMMITTEE

There will be a child protection committee that will be composed of the following: (i) Lasallian Formation and Mission Director; (ii) CSAFs; (iii) School Counselling Office Head; (iv) representative from the Parents' Association; (v) HS SRCC President; and (vi) Grade 10 Level Representative. The three (3) latter members will only sit in the committee during the annual policy review, or as may be required by the circumstances.

The Child Protection Committee shall:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;

- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this Policy; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

15. FALSE ACCUSATION OF BULLYING

If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to the same disciplinary actions or to appropriate interventions for “bullies” under this Policy.

16. CONFIDENTIALITY

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Child Protection Committee and the school personnel, provided, that the names may only be available to the school head or administrator, teacher or guidance counselor designated by the school head, and parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commits a breach of confidentiality shall be subject to appropriate administrative disciplinary action in accordance with the existing rules and regulations of the Department of Education or the private school, without prejudice to any civil or criminal action.

17. MONITOR AND REVIEW OF POLICIES AND PROCEDURES

The implementation of procedures should be regularly monitored and reviewed. The Child Protection Policy Committee should be in charge of identifying progress, challenges, difficulties, achievements, gaps, and areas where changes are required through a regular meeting that should happen at the end of every school year. In more serious cases, however, the necessity of convening the committee is immediate. All revisions are finalized and approved by the committee and are to be presented to all personnel concerned for their information and guidance.

MEMBERS OF THE CHILD PROTECTION COMMITTEE 2018-2019

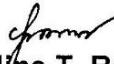

Maria Luisa N. Saldo
Chair, Grade 9 to Grade 10
Coordinator for Student Affairs and Formation


Emilyz B. Cuneta
Co-Chair, School Counseling Office Head


Ma. Lourdes M. Tejero
Member, Pre-Kinder to Grade 2
Coordinator for Student Affairs and Formation

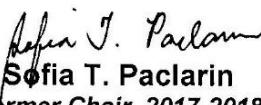

Niña A. Taladiar
Member, Grade 3 to Grade 4
Coordinator for Student Affairs and Formation


Elaine Love V. Tayao
Member, Grade 5 to Grade 6
Coordinator for Student Affairs and Formation


Caroline T. Ramos
Member, Grade 7 to Grade 8
Coordinator for Student Affairs and Formation

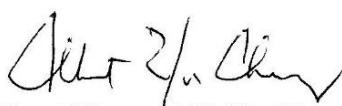

Allan A. Apdua
Member, Grade 11 to Grade 12
Coordinator for Student Affairs and Formation


Rosetti I. Sison
Member, BRafeNHS
Coordinator for Student Affairs and Formation


Sofia T. Paclarin
Former Chair, 2017-2018
Senior High School Student Formation Officer


Evangeline P. De Peralta
Convener, Director
Lasallian Formation and Mission Department


Lovella Gloria S. Feria
Member, Parent Representative


Albert Vincent Y. Yu Chang
Member, Parent Representative