

ANTI-BULLYING POLICY

2025-2026

A. Purpose

Alphaville International School expects all school staff, as well as providers, to recognize that when a student is at risk of being bullied, steps will be taken to reduce the risk of harm. We recognize that protecting our students is very important at our school; they are in the best position to identify risky situations and ask for help for themselves or other students.

1. Scope and objectives

The Escola Internacional de Alphaville aims to:

- Provide a safe and happy environment that encourages our students' growth and learning;
- Outline the system and procedures we have in place to ensure students are safe within the school;
- Raise awareness among all staff and parents about issues related to bullying;
- Ensure effective communication between staff and parents regarding bullying situations;
- Establish effective procedures for employees or external providers who encounter any situation related to bullying;
- Be clear with everyone involved, including students, parents, or guardians, about the Anti-Bullying Policy.

Student: Any student at the Escola Internacional de Alphaville, regardless of age, as well as underage visitors, are considered students.

Employee: Every member hired by the Alphaville International School, regardless of their position.

A. Scope

The Anti-Bullying Policy will be endorsed and signed by the Chief Executive Officer. This policy will be adopted at all levels of the organization.

B. Definition

Bullying (or school harassment) is a situation that occurs among students. For a case to be considered bullying, the following points must be taken into account:

- There is an imbalance of strength and power
- It occurs only among students
- It occurs inside or outside the school environment.
- One or more students are constantly and for a long time exposed to negative actions by the same student or several students inside or outside the school with the intention of causing harm and making their power over the other visible.

Bullying can manifest itself in the following ways:

- Verbal: insulting, humiliating, spreading rumors, or saying offensive words to hurt your partner;
- Physical: hitting, pulling, pinching, biting, pushing, spitting on the other person, engaging in behavior that embarrasses them in front of their colleagues.
- Psychological: threatening, manipulating, blackmailing, or constantly intimidating a partner, under the pretext of causing harm if they ask for help or tell someone else what is being done to them;
- Social exclusion: ignoring and excluding peers from friendships, socializing, or school activities.
- Cyberbullying: posting comments, photos on social media, cell phone messages, or emails containing offensive messages, mocking or revealing a student's private information; creating fake profiles or obtaining app passwords to harass or impersonate a classmate; taking and posting on the internet or distributing by any means photos or videos of harassment or mistreatment of classmates.

Bullying puts students who suffer from it in a vulnerable position in relation to those who attack them, preventing them from defending themselves. Students who have been or are being bullied may exhibit symptoms such as poor academic performance, depression, anxiety, loss of appetite, stress, or a tendency to skip school. In very serious cases, these disorders can lead to alcohol and drug abuse, illnesses such as bulimia and anorexia, self-harm, or even thoughts of suicide.

It is important to consider that the behavior of those who bully others is usually a consequence of situations outside of school that affect them. For example, physical, psychological, emotional, or sexual violence, neglect, labor exploitation, lack or excess of behavioral boundaries, or divorce/separation of parents. Therefore, under no circumstances should students who bully be stigmatized as "problem children," "bad," "ill-mannered," or any other label, because, like the person being attacked, they need support and comprehensive protection so that their health and integrity are not harmed.

Bystanders to bullying can be part of the problem. In this case, there are two types of bystanders: passive and active. Passive bystanders are students who witness bullying but do not notify any adults, staff, or parents. They are those who do not take any action to try to stop bullying against another student, whether they are their friend or not.

Active bystanders are those who approve and support the actions of the bully, without being the ones who directly initiate the bullying. These bystanders join in when the bully initiates an action that attacks another person.

If a bullying situation occurs and the passive or active participation of other students in such a case is verified, the student bystanders may be subject to disciplinary consequences. (See the Code of Conduct).

At our school, a situation of bullying is not considered:

- Isolated, non-repetitive problems with one or more classmates;
- Conflicts between students that are expected for their age and stage of development;
- Isolated, non-repetitive physical or verbal aggression toward one or more peers.

C. Responsibilities

Managing Director

The managing director acknowledges his responsibility to ensure that the organization understands and follows the guidelines provided in this document.

1. General Director, Section Director, and Department of Personalized Education:

The Section Director, the Director General, and the school's Personalized Education Department will seek to:

- Ensure that policies are implemented at all levels of the school and are followed by all staff;
- Provide sufficient time and resources to promote bullying prevention;
- Provide sufficient time and resources to promote the timely reporting of bullying situations;
- Ensure that the school culture facilitates the filing of complaints and that they are dealt with in a timely and appropriate manner;
- Ensure that the school is a safe and secure place, whose goal is to provide spaces free from violence.

D. Procedures

When faced with a possible bullying situation, students should be encouraged to report the situation to a trusted adult, preferably by immediately notifying a staff member. If a student witnesses a situation in which another classmate is being bullied, they should inform a trusted adult so that the necessary follow-up can be taken.

When a student reports a situation of bullying against themselves or another classmate, anonymity will be maintained as much as possible to protect their integrity and well-being.

Students should be encouraged to defend themselves against any form of violence by setting clear and firm boundaries, without becoming violent towards those who offend them. As the school seeks to promote conflict resolution in an assertive manner and in line with its values, if a student defends themselves against physical or verbal abuse in a violent manner, they may be subject to disciplinary action.

When the school receives a report of a possible case of bullying, the case must be referred to the Personalized Education Department of the corresponding section. This department will be responsible for conducting the relevant investigation and follow-up, reporting the corresponding information to the parties involved.

Information related to the follow-up and/or consequences of a bullying situation will be shared only with the family of the student involved, the Personalized Education Department, and the Section Director. To protect student privacy, under no circumstances will information about the follow-up and/or consequences be provided to other adults and/or students.

Following decisions made by the Personalized Education Department and the Section Director regarding a bullying case, the relevant actions and/or consequences will be carried out. These actions may include disciplinary consequences.

If necessary, the Designated Safety Leader (DSL) and the General Manager will participate in decision-making.