



JOHN RENNIE ANTI-BULLYING AND ANTI-VIOLENCE PLAN 2017-2018

Goal:

- To prevent and stop all forms of bullying and violence targeting a student, a teacher or any other staff member.
- To work with all of our students, staff and parents in creating a safe and caring learning environment for everyone at John Rennie High School (JRHS).

DEFINITIONS:

Bullying: refers to any repeated direct or indirect behaviour, comment, act, or gesture, whether deliberate or not, including in cyberspace (Social Media), which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injuries, hurts, oppresses, intimidates or ostracizes.

(Article 13, Education Act)

Violence: refers to any intentional demonstration of force of a verbal, written, physical, psychological or sexual nature 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.

Governing Board approval (date): _____

Signature Governing Board Chair

Signature Principal

1. Analysis of the School's Situation:

The JRHS Community pledges its support for the position of the Lester B. Pearson School Board's Safe and Caring School Policy with respect to school safety and security. To that end, JRHS is committed to working towards eliminating all forms of bullying and violence in its community and to taking a regular measure of its school climate as it relates to these particular issues.



Proposed Steps:

- JRHS will poll the student population twice per year (Fall and Spring) through its Tell Them From Me (TTFM) survey to identify the student perception of bullying. The first survey establishes the situation, and allows for the implementation of actions and strategies. The second survey indicates the degree of impact of the actions and strategies.
- JRHS commits to having standard written reports completed by staff, students and parents regarding reported incidents of violence or bullying.
- JRHS will include Transportation/Bus Reports related to acts of bullying or violence as part of the general snapshot of the school's situation.
- JRHS will record any interventions (suspensions, expulsions, etc.) related to bullying and violent behaviour.
- JRHS will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.

2. Prevention Measures:

The JRHS Community holds firm in the conviction that education and dialogue are the keys to changing attitudes towards issues of bullying and violence in schools. As educators, we are committed to providing opportunities for all members of our community to explore these issues, share experiences, move towards a greater understanding of their underlying causes and build the capacity to rise above them. We acknowledge that changing attitudes and culture is a long-term process. To that end, established measures such as those listed below should be considered as part of a general plan to promote a safe and caring school environment.

Proposed Steps:

- JRHSCode of Conduct will be distributed to all school members and parents annually via the Student Agenda and website.
- JRHSis committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- JRHSwill survey students and staff through Tell Them From Me.
- JRHSwill commit to a minimum of one presentation annually by an outside organization (play, team building activity, concert, etc.) which focuses on the theme of anti-violence or anti-bullying.
- JRHScommits itself to including messages regarding anti-violence and anti-bullying during student assemblies or rotating class visits over the course of the academic year.
- JRHSwill continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include but are not limited to:
 - ✓ Kids in the Know – *Relationships, love, friendship program for students with special needs*
 - ✓ FLASH – *Curriculum and activities program promoting Friendship, Love and Sexual Health*
 - ✓ Peaceful Schools Status – *Activities and workshop promoting peaceful actions*
 - ✓ Co-venture – *Health research project*
 - ✓ Gay Straight Alliance – *School committee promoting tolerance and understanding of sexual diversity*
 - ✓ Dare to Care – *Bullying prevention program/seminar*
 - ✓ Brundtland Green Status – *Activities and projects promoting the 4 pillars: Peaceful, United, Democratic and Ecological*
 - ✓ Girls Night – *Evening event at school for Cycle 1 girls geared to empower them to be strong, confident and compassionate citizens*
 - ✓ LBPSB Peace Summit – *Summit and workshops*

3. Measures to Encourage Parental Collaboration:

Parent collaboration and cooperation is critical to the success of any plan to eliminate bullying and violence in schools. The JRHS Community includes parents and, as a consequence, it is understood that parents are committed to the goals and objectives of this plan. It is critical that parents work with the school and engage in constructive dialogue on issues as they arise.

"The Lester B. Pearson School Board (also) believes that the school board's administrators, staff, parents, students, volunteer and all those present in the school's environment have a responsibility to ensure that the right to be safe and secure is upheld." -LBPSB Policy on Safe and Caring Schools, November 2013, p.3

Proposed Steps:

- JRHS shall review the LBPSB Anti-Bullying and Anti-Violence Plan on an annual basis. A link to this document will be maintained on the JRHS website.
- JRHS Code of Conduct will be shared annually to members of the school community (i.e. via the agenda). This distribution will include a mechanism for receipt and review acknowledgement by parents. A signed copy, by both the student and parent, will be collected by Homeroom teachers at the beginning of the school year.
- JRHS will post information or links on its school website with relevant parent information regarding bullying, being a responsible bystander, internet safety, cyber-bullying, etc. (irightthewrong.com).
- JRHS, in collaboration with its Governing Board, Home and School and/or Parent Participation Organization, will present parent information sessions on specific topics of bullying and violence.
- JRHS will share anti-violence/anti-bullying strategies at parent meetings with classroom teachers and discuss current classroom practices with respect to this plan.
- JRHS commits to ongoing communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviours, until complete resolution of the problem. We will also maintain periodic follow-up communications with the victim of bullying and his/her parents to ensure that the measures taken have been successful.

4. Procedures for Reporting:

All members of the JRHS Community are entitled to a safe, non-threatening and easily accessible process for reporting incidents of bullying or violent behaviour regardless of whether they are victims, witnesses or a reporting party. It is understood that our process is designed to facilitate and encourage, not impede, the reporting of incidents.

Proposed Steps (Students):

- JRHS will respect the confidentiality necessary for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified perpetrator is apprised of the report made against him/her.
- JRHS students who are witness to an act of bullying or violence is responsible to tell a staff member at school, and/or an adult at home so as to allow those adults to follow-up with reporting as they see fit and necessary.
- Once a student has made a verbal report of a bullying or violent incident, he/she provides a written report of what has taken place with a verbal account provided to an adult. This is providing the student is capable of producing said report.
- JRHS confirms that any verbal report given to a staff member from a student must be documented and followed-up as needed.
- JRHS will also accept reports of bullying or violent incidents in the school, via email.

Proposed Steps (Parents):

- Members of the JRHS parent community who are made aware of a bullying situation or act of violence involving either their own child or another student of the school are obliged to inform a staff member.
- This contact and subsequent follow-up will be documented by JRHS personnel. Within two days of receiving the report, the reporting parent will be contacted by the school, to confirm receipt of report to be assured that the situation is being investigated and that appropriate action is being taken. Further details will be limited in order to insure confidentiality of parties involved.

JRHS invites the following forms of contact from parents:

- ✓ Direct phone call to school administrator
- ✓ Letter detailing issue or incident addressed to school administrator or classroom teacher
- ✓ Email

5. Actions to Be Taken When Observing a Bullying or Violent Act:

No member of the JRHS Community will be indifferent towards reported or witnessed acts of violence and bullying. We are committed to responding to and investigating any report we receive which suggests that an incident of violence and/or bullying has taken place amongst our population. Furthermore, we are committed to considering all available facts in a timely and efficient manner.

Proposed Steps:

- All JRHS staff will be committed to *a zero indifference* policy with respect to acts of violence or bullying or reports of said acts. All acts or reports will be investigated.
- A JRHS staff member who observes or is made aware of a possible act of bullying or violence must intervene to assess the situation and take action if deemed necessary.
- If the situation does not threaten the staff member who is a witness or who has been told of an incident, he/she must intervene immediately.
- If the staff member considers his/her intervention in the situation successful, the student is not referred to administration. However, an intervention report must be filed and submitted to the Principal if the staff member considers the incident to be one of violence or bullying.
- The staff member may determine that the student involved in the bullying and/or violent behaviour should be sent directly to administration, depending on the severity of the incident.
- At the discretion of the Principal or his/her delegate, police intervention may be requested in the form of a 911 emergency call or a call for support from the school's Socio-Community Officer.

Note: *All JRHS reports regarding incidents of violence and/or bullying must be forwarded to the appropriate Regional Director in cases where students are excluded from their regular course of studies as a consequence of their actions.*

6. Measures to Protect Confidentiality:

As part of the investigative and follow-up processes, JRHS is committed to maintaining fair, accurate and confidential records of each reported incident of bullying or violence, regardless of the investigative outcome. These records will include specific details on the incidents in question, the steps taken by the school as a consequence of its investigation and an indication of the intended follow-up. JRHS is committed to keeping these records confidential and secure so as to protect all parties regardless of their role in the incident.

Proposed Steps:

- The JRHS Anti-Violence and Anti-Bullying Plan will be reviewed annually and all staff are reminded that every incident and the follow-up must be kept confidential.
- All reports of bullying and/or violence will be kept in a secure location under the supervision of the school Principal or his/her delegate.
- The above-named reports will be kept in a distinct file from the Cumulative File or Confidential File of an individual student.
- An online tracking/reporting/evaluating system is in place (ISM).
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- Members of the JRHS Community agree that, in all cases involving minor students, information shared should be on a need-to-know basis only.
- All parties acknowledge that JRHS personnel are not obliged to share information about a student.

7. Supervisory or Support Measure for Victims, Witness, and Perpetrator:

All members of the JRHS Community will be thorough in their treatment of reported cases of bullying or violence. They pledge to intervene in an appropriate manner, request the intervention of school administration, if necessary, and report the incident as per the process described in Section 6 of the plan.

Proposed Steps (Victim):

- An adult staff member will determine the severity and frequency of the incident(s) through a discussion with the student. The adult may be the classroom teacher, administrator or another adult staff member with whom the student is comfortable talking.
- A JRHS staff member will conduct scheduled follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student. The degree of support offered at these meetings and their frequency shall depend upon the feedback from the victim regarding the current circumstance.
- In all cases, a determination will be made as to which members of the school staff must be made aware of the incident to ensure that the student is safe.
- Parents will be informed following the incident and regularly updated until the situation is resolved. Referral for counselling through the LBPSB Student Services Department or through outside referral will be requested when deemed appropriate.
- The victim will be engaged in discussion or follow-up meetings with their support contact to ensure establishment of a sense of security
- In some cases, the school team may suggest a referral to the school social worker or make a CSSS referral for victim services.
- The JRHS team may suggest the involvement of the victim in a social skills group.
- The JRHS team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The JRHS team may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board.
- In all cases, victims of bullying or violence should have a reasonable expectation of feedback from an intervening adult figure in a timely manner so as to guarantee a sense of safety and security in the school.

Proposed Steps (Bystander):

- Following the incident, an intervention may be held with any bystanders to determine their role in the incident. If the incident witnessed is severe, bystanders are met, in a group or individually, to debrief the event, discuss their role and determine more appropriate actions in the future.
- Consequences are applied, if appropriate, for students that are actively involved in encouraging the incident.
- JRHS reserves the right to contact the parents of bystanders when it feels such contact is appropriate.
- As with victims, witnesses to acts of bullying or violence should have a reasonable expectation of feedback from an intervening adult figure in a timely manner so as to guarantee a sense of safety and security in the school.

Proposed Steps (Perpetrator):

- The initial intervention with the perpetrator is managed by the JRHS staff member who first intervened. The incident is then reported to the office.
- The adult who intervenes or adult who is told of an incident makes a report to the office (or the person designated to receive reports) with a request for a follow-up investigation. Once an investigation has been completed and the incident is confirmed to be bullying and/or violence, the JRHS Principal or his/her delegate meets with the perpetrator. The perpetrator is told of the report, discusses the incident and is given a consequence.
- The perpetrator's parents are called and informed of the incident and the consequences. The parents may be asked to come to school for a follow-up meeting.
- In cases where it is deemed necessary and appropriate, JRHS may refer the perpetrator and his/her parents to support services available to the school.
- JRHS is responsible for informing parents (and where necessary a letter of suspension issued) of their right to request assistance from the person designated by the School Board for referral to support services.
- It is expected that following any intervention, the perpetrator must report to the Principal or designate for follow-up discussion concerning the incident in question.
- Parents are requested to collaborate and be part of the plan which includes sanctions, but also support, as per Section 3 of this plan.

In any circumstance, intervention with a perpetrator of an act of violence or bullying at JRHS may include a therapeutic intervention as a means of support. Such interventions may include:

- ✓ Referral to an outside organization for support (CSSS)
- ✓ Referral to REACH
- ✓ Social skills groups
- ✓ Temporary or permanent placement in an alternate class
- ✓ Placement in an in-school alternative program or referral to an outreach system
- ✓ FSSTT Type II Consultation
- ✓ Intervention of a CSSS social worker
- ✓ Placement in the Planning Room

8. Disciplinary Sanctions:

The JRHS Community is committed to applying fair, consistent and appropriate sanctions in all cases where it has determined that acts of bullying or violence have taken place. These sanctions will always be applied with the understanding that the long-term objective is for rehabilitation and reintegration, but that the safety of the whole will never be subordinate to that objective.

"Any disciplinary action must be fair, equitable and consistent with the general aims and goals of education. Whenever possible, the disciplinary action should allow for effective learning." - LBPSB Policy on Safe and Caring Schools, November 2013, p.3

Proposed Interventions:

- The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. The adult decides no further follow-up is required. A report goes to the Principal.
- JRHS may request the supervision of the perpetrator during free time.
- Detention of the perpetrator may be requested.
- A JRHS staff member may request that the perpetrator be sent to the office or other designated area while the initial investigation of the incident is being carried out.
- Students may lose basic school privileges (lunch hour, recess) for a designated length of time.
- In-school suspension supervised by JRHS personnel.
- Planning Room periods with stated objectives with respect to reflection and discussion of offending conduct.
- Referral to an anger management program.
- Community service either inside or outside of the school setting.
- School suspension with placement in the Planning Room upon return.
- School suspension with a re-entry meeting with the parents and student. A plan is developed for the student and agreed to by all. Teachers and staff implicated are informed of the plan.
- Recommendation to move the student to another school or to expel him/her from the Board.
- Involvement of the police.
- Cours à domicile.

All disciplinary measures included in the school's Code of Conduct are in alignment with the LBPSB Safe and Caring Schools Policy.

9. Required Follow-Ups:

The JRHS Community recognizes that once the initial investigation and response process has been completed, supervisory or support measures may need to be put in place for the perpetrator, the victim and, when deemed necessary, the witnesses to an act of bullying or violence. The extent of these follow-up measures will depend upon the nature of the incident and the degree to which it is believed that long-term intervention is necessary.

Proposed Steps:

- JRHS commits to ongoing (case-by-case) discussion with the **victim** and, if necessary, his/her parent regarding the school's intervention and any actions required subsequent to the initial investigation and intervention.
- Should it be considered necessary, JRHS commits to a follow-up discussion with any **witness** who reported an incident.
- JRHS will not be indifferent to instances where **witnesses** to acts of violence or bullying fail to intervene or report such incidents to an adult in the building (bystander). In such cases, JRHS commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
- JRHS will meet with the perpetrator and his/her parent to discuss possible further sanctions and further consequences if another act occurs. The contents of this meeting will be documented and recorded for future reference if necessary.
- Official reporting forms will include a "date of follow-up" box which will indicate a date on which the issue will be revisited by the Principal or his/her delegate for confirmation that the problem is resolved.
- A summary report/letter of suspension of the incident and follow-up measures taken are sent to the Director General or his/her delegate.