

## **Anti- Bully and Anti-Violence Plan 2016-2017**

**School: Evergreen Elementary**

**Goal:** To prevent and stop all forms of bullying and violence targeting a student, a teacher or any other staff member.

### **Definitions:**

**Bullying:** Refers to any repeated direct or indirect behavior, comment, act, or gesture, whether deliberate or not, **including in cyberspace**, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress, injures, hurts, oppresses, intimidates or ostracizes.

**Violence:** Refers to any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress, injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

## **1. Analysis of the School's Situation:**

The **Evergreen School** (school and daycare) pledges its support for the position of the Lester B. Pearson School Board's Safe and Caring Schools Policy with respect to school safety and security. To that end, **Evergreen School** 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

- **Evergreen School** will poll the student population twice per year (November/April) through its Tell Them From Me 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.
- **Evergreen School** will include Transportation/Bus Reports related to acts of bullying or violence as part of its general snapshot of the school's situation.
- In-school and out-of-school suspensions and expulsions related to bullying and violent behaviour will be recorded and included in the snapshot.
- **Evergreen School** commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's Annual Report.

## **2. Prevention Measures:**

**Evergreen School** 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

- **Evergreen School** Code of Conduct will be distributed annually through the school agenda to all school members and parents. The Code will be discussed and referenced in communications with the school community throughout the year, so it remains an active document within the context of this plan.
- **Evergreen School** is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- **Evergreen School** will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include:
  - Active supervision
  - Developing organized lunch activities to build a culture of fair play and respect
  - Kindergarten recess buddies
  - Bus Buddies
- **Evergreen School** will survey students through the Tell Them From Me survey twice a year and staff will be surveyed 3 times a year through a Google Form to determine where the 'hot spots' for bullying and violence are located, resulting in increased adult supervision in these areas.
- **Evergreen School** will 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
- **Evergreen School** commits itself to including messages regarding anti-violence and anti-bullying during student assemblies or rotating class visits over the course of the academic year.
- **Evergreen School** will maintain regular communication with daycare and lunch program.

### **3. Measures to Encourage Parental Collaboration:**

Parent collaboration and cooperation are critical to the success of any plan to eliminate bullying and violence in schools. The **Evergreen School** includes parents, and 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, and all those present in the school's environment have a responsibility to ensure that the right to be safe and secure is upheld."

Introduction, LBPSB Policy on Safe and Caring Schools, November 2008, p.4

#### Proposed Steps

- **Evergreen School** shall review and distribute the Evergreen Anti-bullying, Anti-Violence Plan on an annual basis. A permanent link to this document will be maintained on the **Evergreen School** website.
- The **Evergreen School** Code of Conduct will be distributed annually to members of the school community (i.e. agenda). This distribution will include a mechanism for receipt and review acknowledgement by parents if school so chooses. The code of conduct will be a living document for students, staff, and parents.
- **Evergreen School** 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. Additionally, **Evergreen School** commits to periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.
- Possible interventions to establish partnerships with parents: identify students with behavioural difficulties – school principal/teacher makes initial contact at the beginning of the year to discuss how 'we' want the year to be successful for the student.

#### **4. Procedures for Reporting:**

All members of the **Evergreen School** are entitled to a safe, non-threatening, and easily accessible process for reporting incidents of bullying or violent behavior, 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)

- **Evergreen School** guarantees confidentiality for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified perpetrator is fully apprised of the details of the report made against him/her.
- Any **Evergreen School** student who witnesses an act of bullying or violence is responsible to tell a staff member at school and an adult at home, so as to allow those adults to follow-up with reporting as they see fit and necessary.
- **Evergreen School** confirms that any verbal report given to a staff member from a student will be documented and followed-up as needed.

##### Proposed Steps (Parents)

- Members of the **Evergreen School** 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 expected to contact the school Principal, their delegate or classroom teacher. This contact and subsequent follow-up will be documented by **Evergreen School** personnel.
- Within two days of receiving the report, the reporting parent will be contacted by the school, to assure that the situation is being investigated, and that appropriate action is being taken. Further details will be limited in order to ensure confidentiality of parties involved.
- **Evergreen School** invites the following forms of contact from parents:
  - Direct phone call, email or letter to teacher, daycare coordinator or school administrator.

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

No member of the **Evergreen School** 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 **Evergreen School** 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.
- An **Evergreen School** 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 to be successful, the student is not referred to administration. However, the staff member must inform the principal if he/she 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 school 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 Community Officer.
- Any **Evergreen School** student who witnesses an incident of violence or bullying is expected to report the incident to the appropriate staff member in the school using the established protocols (refer to 4 in this plan).
- Any member of the **Evergreen School** Parent Community who is witness to an act of bullying or violence is expected to report that incident directly to the school administration. The steps that are undertaken include investigation of the report, appropriate measures taken, and appropriate follow-up as per Section 4 of this plan.
- All reports completed for bullying or acts of violence regardless of the severity will be kept in a central location.
- Note: All **Evergreen School** 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 action.

## **6. Measures to Protect Confidentiality:**

As part of the investigative and follow-up processes, **Evergreen School** 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 result of its investigation, and indication of intended follow-up. **Evergreen School** 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 **Evergreen School** anti-violence/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, not in the Cumulative File or the Confidential File of an individual student.
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- Members of the **Evergreen School** agree that in all cases involving minor students, information shared should be on a need to know basis only.
- All parties acknowledge that **Evergreen School** personnel are not obliged to share information about another student with anyone than other staff and parents of that student.

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

All members of the **Evergreen School** 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. All incidents of bullying and acts of violence will be investigated by school personnel as outlined in this 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.
- An **Evergreen School** 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 immediately 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 establish a sense of security
- In some cases, the school team may suggest a referral to the school social worker, school psychologist or make a CSSS referral for victim services.
- The **Evergreen School** team may suggest the involvement of the victim in a social skills group.
- The **Evergreen School** team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The **Evergreen School** 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 the 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 to determine more appropriate actions in the future.
- Consequences may be applied, if appropriate, for students that are actively involved in encouraging the incident.
- **Evergreen School** 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 the 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 **Evergreen School** staff member who intervened, and the incident is 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 follow-up investigation. Once an investigation has been completed, and the incident is confirmed to be bullying and/or violence, the **Evergreen School** Principal or delegate meets with the perpetrator. The perpetrator is told of the report, the incident is discussed, and a consequence is given.
- 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, **Evergreen School** may refer the perpetrator and his/her parents to support services available to the school.
- **Evergreen School** is responsible to inform parents 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 principal or his/her delegate for a follow-up discussion concerning the incident in question.
- Parents are requested to collaborate and be part of the plan which includes sanctions, as well as support as per Section 3 of this plan.
- In any circumstance, intervention with a perpetrator of an act of violence or bullying at **Evergreen School** 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 placement in alternate class in school
  - Placement in in-school alternative program or referral to outreach system
  - FSSTT Type II Consultation
  - Intervention of CSSS Social Worker

## **8. Disciplinary Sanctions:**

The **Evergreen School** 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, however, 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, Section 3, November 2008, p.9.

Proposed Steps:

- The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. This adult decides whether any further follow-up is required. A report goes to the Principal.
- **Evergreen School** may request the monitoring of the perpetrator during free time.
- Detention of the perpetrator may be requested. During this time, there is a discussion with the supervising staff member about the incident and how to better deal with similar situations should they occur.
- **An Evergreen School** 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.
- **Evergreen School** may implement a structured supervision plan of the perpetrator during free time where he/she is shadowed and monitored in his/her actions. This supervision plan will include a gradual release back of free time (e.g. 5 minutes each day) depending upon the perpetrator's conduct during the supervised periods.
- In-school suspension supervised by **Evergreen School** personnel.
- Referral to an anger management program.
- Out of school suspension with progressive re-entry.
- Attend staff led mediation sessions
- Make amends through logical consequences

- Out-of-school suspension with re-entry meeting with parents and students. A plan is developed for the student and agreed to by all. Teachers and staff implicated are informed of the plan.
- Involvement of the Police.
- Parent informed and possible meeting set up.
- Loss of recess/lunch privileges
- Reflection Time
- Resource Support
- Loss of school privileges, extra-curricular activities, attendance at outside events, etc.
- Cours a domicile / Home Study
- Referral for outside services

*•In all instances these measures are applied at the discretion of the principal or his/her delegate taking into account the circumstances and severity and number of offenses.*

*•Any and all disciplinary measures included in the school's Code of Conduct must be aligned with the LBPSB Safe and Caring Schools Policy.*

## **9. Required Follow-Ups:**

The **Evergreen School** 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:

- **Evergreen School** commits to ongoing 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, **Evergreen School** commits to a follow-up discussion with any **witness** supporting the action taken by witness if a report was made.
- **Evergreen School** 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. In such cases, **Evergreen School** commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
- **Evergreen School** personnel 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 when the issue will be revisited by principal or his/her delegate for confirmation that problem is resolved.
- A summary report of the incident and follow-up measures taken are sent to the Director General or his/her delegate.