

Anti-Bullying Anti-Violence Plan 2016-2017

Margaret Manson Elementary School

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 and injures, hurts, oppresses, intimidates or ostracizes**.

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

1. Analysis of the School's Situation:

The Margaret Manson Elementary Community 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, Margaret Manson Elementary 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:

- Margaret Manson Elementary will poll the student population (Gr.4, Gr.5, Gr.6) twice per year (November/April) through its Tell Them From Me survey to identify student perceptions about their safety and wellness, including issues of possible 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.
- Margaret Manson Elementary commits to having standard written reports completed by staff, students and parents regarding reported incidents of violence or bullying.
- Margaret Manson Elementary 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.

- Margaret Manson Elementary will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.
- Margaret Manson Elementary commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's MESA and to including a section on outcomes in its Annual Report on the MESA.

2. Prevention Measures:

The Margaret Manson Elementary 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:

- The Margaret Manson Elementary Code of Conduct will be distributed to all school members and parents annually. 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.
- Margaret Manson Elementary is committed to promoting responsible Digital Citizenship and the appropriate use of technology.
- Margaret Manson Elementary will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs may include but are not limited to:
 - W.I.T.S. Program (**W**alk away, **I**gnore, **T**alk it out, **S**eek help)
 - Kids in the Know
 - Pacific Paths
 - Dynamix programs
 - Peaceful Schools Initiative
 - Play it Fair
 - 2nd Step Social Skills program
 - Dare to Care- bullying prevention programs
 - Good news/Gotcha cards
 - Pink T-Shirt Day/anti bullying month
 - Fondation Jasmin Roy
 - Caravan de la Tolerance
 - Digital Citizenship and Cyber Safety
 - Visits with Socio-Comm Police Officer
- Margaret Manson Elementary 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.

- Margaret Manson Elementary will engage in ongoing student/teacher/staff/parents information sessions on various types of bullying eg., homophobia, racism and sexism
- Margaret Manson Elementary 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.

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 Margaret Manson Elementary 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 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:

- Margaret Manson Elementary shall review and distribute the LBPSB Anti-bullying, Anti-Violence plan on an annual basis. A permanent link to this document will be maintained on the Margaret Manson Elementary website.
- Margaret Manson Elementary will commit itself to including references to anti-bullying/anti-violence themes at gatherings such as Curriculum Night, Report Evenings, School Play, etc.
- The Margaret Manson Elementary 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. Parents and students will acknowledge having read and accepted the code of conduct with their signature.
- Margaret Manson Elementary will post information or links on its school website with relevant parent information regarding bullying, being a responsible bystander, internet safety, cyber-bullying, etc.
- In collaboration with its Governing Board, Home and School or Parent Participation Organization, Margaret Manson Elementary will present parent information sessions on specific topics of bullying and violence.
- Margaret Manson Elementary will share anti-violence/anti-bullying strategies at parent meetings with classroom teachers and discuss current classroom practices with respect to this plan.
- Margaret Manson Elementary commits to ongoing communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviours. Additionally, Margaret Manson Elementary commits to periodic follow-up communication 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 Margaret Manson Elementary Community 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):

- Margaret Manson Elementary safeguards confidentiality for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified perpetrator is fully informed of the appropriate details of the report made against him/her.
- Any Margaret Manson Elementary 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.
- Margaret Manson Elementary confirms that any verbal report of a bullying or violent incident given to a staff member from a student must be documented and followed-up as needed.

Proposed Steps (Parents):

- Members of the Margaret Manson Elementary 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 contact the classroom teacher or the school Principal. This contact and subsequent follow-up will be documented by Margaret Manson Elementary personnel.
- Within two days of receiving the report, the reporting parent will be contacted by the school, to be assured that the situation is being investigated and that appropriate action(s) is being taken. Further details will be limited in order to ensure confidentiality of parties involved.
- Margaret Manson Elementary invites the following forms of contact from parents:
 - Letter or e-mail detailing issue or incident addressed to the classroom teacher.
 - Phone call to the classroom teacher.
 - Phone call or e-mail to the school administrator.
 - Completion of a reporting form available from the school's main office.

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

No member of the Margaret Manson Elementary 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 Margaret Manson Elementary 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 Margaret Manson Elementary 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, 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 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 Socio-Community Officer.
- A Margaret Manson Elementary student may intervene if the situation does not threaten his /her well-being and/or may choose to seek the assistance of a staff member.
- Any Margaret Manson Elementary student who witnesses an incident of violence or bullying must 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 Margaret Manson Elementary Parent Community who is witness to an act of bullying or violence is obliged to report that incident directly to a staff member or 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.

Note: All Margaret Manson Elementary 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, Margaret Manson Elementary 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 appropriate details on the incidents in question, the steps taken by the school as a consequence of its investigation and indication of intended follow-up.

Margaret Manson Elementary 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 Margaret Manson Elementary 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 from the Cumulative File or 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 Margaret Manson Elementary Community agree that in all cases involving minor students, information shared should be on a need to know basis only.
- All parties acknowledge that Margaret Manson Elementary personnel are not obliged to share information about another student with anyone but other staff and parents of that student.

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

All members of the Margaret Manson Elementary Community will be thorough in their treatment of reported cases of bullying or violence. They will intervene in an appropriate manner, request the intervention of school administration if necessary and report the incident as per the procedures described in the plan.

Proposed Steps (Victim):

- A 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 staff member with whom the student is comfortable talking. The parents will be promptly advised of the matter.
- A Margaret Manson Elementary staff member will conduct 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.
- 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 Margaret Manson Elementary team may suggest the involvement of the victim in a social skills group.
- The Margaret Manson Elementary team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The Margaret Manson Elementary team may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board.

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 are applied, if appropriate for students, who are actively involved in encouraging the incident.
- Margaret Manson Elementary 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 will receive feedback from the intervening adult figure in a timely manner so as to safeguard a sense of safety and security in the school.

Proposed Steps (Perpetrator):

- The initial intervention with the perpetrator is managed by the Margaret Manson Elementary staff member who intervened and the incident is reported, via the established means, to the office.
- The adult who intervenes or adult who is told of an incident makes a report to the office 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 Margaret Manson Elementary Principal or 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, Margaret Manson Elementary may refer the perpetrator and his/her parents to support services available through the school.
- Margaret Manson Elementary 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 the principal or the designate for follow-up discussion concerning the incident in question.
- Parents are required to collaborate and be part of the plan which may include 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 Margaret Manson Elementary 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 alternate class in school
 - Support in Resource room
 - FSSTT Type II Consultation
 - Intervention of CSSS Social Worker

8. Disciplinary Sanctions:

The Margaret Manson Elementary 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, Section 3, November 2008, p.9.

- **Clearly articulated progression of consequences:**
 - **1st Offense:** Student sits with teacher and/or administrator to discuss and review the Code of Conduct. The incident is documented and the consequence is determined. Parents are informed.
 - **2nd Offense:** Student sits with teacher and administrator to review Code of Conduct again. Issue is documented. Student completes a written reflection. Consequence is determined. Parents are notified and made aware of next step.
 - **3rd Offense:** Student, teacher, administrator and parents meet and discuss the consequences and final warning. In-school suspension and loss of privileges occur. Process is documented in detail.
 - **4th Offense:** Student, teacher, administrator and parents meet. Student is suspended for one to five days at home. Once again, everything is documented and letter of suspension is sent to the Regional Director.

In extreme cases where all other options are exhausted, the student is transferred to another school and the police are more heavily involved because charges have been pressed.

***Police intervention may become necessary in any of the above steps.**

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

Possible consequences:

- The perpetrator will engage in a discussion with the adult who witnesses or who is told of the incident. The adult decides no further follow-up is required. A report goes to the Principal.
- Margaret Manson Elementary may request the supervision of the perpetrator during free time; i.e. requires closer monitoring by supervisors during recess and at lunch time.
- Detention of the perpetrator may be required. During this time, lunch or recess, there is a discussion with the supervising staff member about the incident and how to better deal with similar situations should they occur.
- Margaret Manson Elementary staff member may request that the perpetrator is 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.

- Margaret Manson Elementary may implement a structured supervision plan of the perpetrator during free time where he/she is 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 Margaret Manson Elementary personnel.
- Referral for an anger management program
- Community Service either inside or outside of the school setting.
- 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.
- Recommendation to move the student to another school or to expel from the Board.
- Involvement of the Police.
- Parent informed and possible meeting set up
- Reflection Time
- Written reflection/apology signed by parents
- Out-of-school suspension
- Resource Support
- Loss of school privileges, extra-curricular activities, attendance at outside events, etc.
- Cours a domicile / Home Study

- Referral for outside services

9. Required Follow-Ups:

The Margaret Manson Elementary 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:

- Margaret Manson Elementary commits to ongoing discussion with the **victim** and-his/her parents regarding the school's intervention and any actions required subsequent to the initial investigation and intervention.
- Should it be considered necessary, Margaret Manson Elementary commits to a follow-up discussion with any **witness** supporting the action taken by the witness if a report was made.
- Margaret Manson Elementary 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, Margaret Manson Elementary commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
- Margaret Manson Elementary School 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 principal or his/her delegate for confirmation that problem has been addressed.
- A summary report of the incident and follow-up measures taken are sent to the Director General or his/her delegate.