



Anti-Bullying 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.

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**.

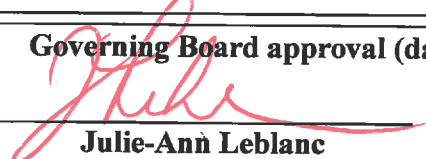
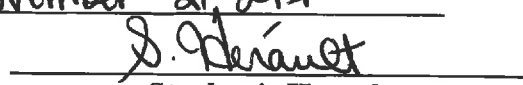
Violence: refers to any **intentional** demonstration of verbal, written, physical, psychological or sexual force which **causes distress and injures, hurts, or oppresses a person** by attacking their psychological or physical integrity or well-being, or their rights or property

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 recording incidences of violence or bullying.
- Margaret Manson Elementary will consider Transportation/Bus Reports related to acts of bullying or violence as part of its general snapshot of the school's situation.
- Margaret Manson Elementary commits to analyzing the situation, targets, actions, strategies and monitoring mechanisms.

Governing Board approval (date):	<u>November 21, 2017</u>
 Julie-Ann Leblanc Signature of Governing Board Chair	 Stephanie Herault Signature of Principal

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 available on our school website and in the student agenda. Parents are asked to sign the agenda after they have read it with their child to acknowledge the Code of Conduct. Teachers will review with students annually and the Principal will review at an annual assembly.
- 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 (Walk away, Ignore, Talk it out, Seek help)
 - 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
 - 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.
- 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 available on our school website and in the student agenda. Parents are asked to sign the agenda after they have read it with their child to acknowledge the Code of Conduct. Teachers will review with students annually and the Principal will review at an annual assembly.
- Margaret Manson Elementary will post information or links on its school website/Facebook with relevant parent information regarding bullying, being a responsible bystander, internet safety, cyber-bullying, etc.
- In collaboration with its Governing Board, Home and School, Margaret Manson Elementary may 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. 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 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 first. If the situation remains unresolved; please contact the school Principal. This contact and subsequent follow-up will be documented by Margaret Manson Elementary personnel.
- Within a reasonable delay, 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:
 - #1. Letter or e-mail detailing issue or incident addressed to the classroom teacher and/or Phone call to the classroom teacher.
 - #2. Phone call or e-mail to the school administrator.

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 *acknowledging and intervening* 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 staff member considers his/her intervention in the situation successful, student is not referred to administration. An informal record will be kept by the intervening staff member.
 - 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.
- 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.
- 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 by using his/her W.I.T.S. (Walk Away, Ignore, Tell Someone, Seek Help)

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 unresolved reported incident of bullying or violence. 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 formal reports will be kept in a distinct file from the Cumulative File or Confidential File of an individual student.
- In all instances and procedures, parties will be treated with respect, discretion and empathy.
- 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 advised as needed.
- 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 will contact the parents of bystanders when 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 if the incident unresolved it is reported 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/Jewish Day Program
 - Social Skills groups
 - Temporary or permanent placement in alternate class in school
 - FSSTT Type II Consultation
 - Intervention of CSSS Social Worker

8. Disciplinary Sanctions and Interventions:

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.

Possible consequences (in no particular order):

- Detention and reflection at lunch or recess
- Loss of school privileges (lunch hour, recess) for a designated length of time, including outings, extra-curricular, etc...
- Structured supervision plan during free time. 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.
- Referral to 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. 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
- Referral to Resource Team
- 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/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.

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 (keeping in mind confidentiality) 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.
- Formal 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 any unresolved incident and follow-up measures taken are sent to the Regional Director or his/her delegate.