



Anti-Bullying and Anti-Violence Plan

2018-2019

School: FOREST HILL JUNIOR

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 injuries, 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.

Members of the anti-bullying and anti-violence team:

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Governing Board approval: June 18th, 2018

1. Analysis of the School

The Forest Hill Junior 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, Forest Hill Junior 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 measures

- Forest Hill Junior 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 related to bullying and violent behaviour will be recorded and included in the snapshot.
- Forest Hill Junior will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.
- Forest Hill Junior commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in its Annual Report.

2. Prevention Measures:

The Forest Hill Junior Community believes 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 measures:

- The Forest Hill Junior 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 as to remain an active document within the context of this plan.
- Forest Hill Junior is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.

- Forest Hill Junior will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs may include:
 - 2nd Step Social Skills Program
 - Pink T-Shirt Day
 - Etincelle Program
- Forest Hill Junior 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.
- Forest Hill Junior will engage in ongoing student/teacher/staff/Governing Board discussions on bullying and prevention.
- Forest Hill Junior 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 Forest Hill Junior Community includes parents and, as such, 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 and acknowledge the educational component of the measures and the interventions.

"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 measures:

- Forest Hill Junior shall review with the Governing Board the Anti-bullying and Anti-Violence Plan on an annual basis. A permanent link to this document will be maintained on the Forest Hill Junior website.
- Forest Hill Junior will commit to including references to anti-bullying/anti-violence themes during school assemblies; school plays etc., throughout the year.
- The Forest Hill Junior Code of Conduct will be distributed annually to members of the school community in the agenda. The students and parents will sign to signify their agreement and commitment to respecting the code of conduct.
- Forest Hill Junior will periodically post information or links on its school website with relevant parenting information regarding bullying, internet safety, cyber-bullying, etc.

- Forest Hill Junior commits to ongoing communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviours, until resolution of the problem. Additionally, Forest Hill Junior commits to periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.
- In the case of students with behavioral difficulties, interventions will include establishing a partnership with the parents and planning together early in the school year the measures to ensure a successful year for the students.
- Possible interventions to establish partnerships with parents: identify students with behavioural difficulties – the school Principal/Teacher will make an initial contact at the beginning of the year to discuss how ‘we’ want the year to be successful for the student. For students with behavioural challenges, when possible a staff member will inform the parents of positive behaviours as observed.

4. Procedures for Reporting:

All members of the Forest Hill Junior 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 measures (Students)

- Forest Hill Junior 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 Forest Hill Junior 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.
- Forest Hill Junior confirms that any verbal report given to a staff member from a student must be documented and followed-up as needed.

Proposed measures (Parents)

- Members of the Forest Hill Junior 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 asked to contact the school Principal or their designate. This contact and subsequent follow-up will be documented by Forest Hill Junior.

- Forest Hill Junior invites the following forms of contact from parents:
 - Direct phone call to teacher or school administrator
 - Email to school administrator
 - Letter detailing issue or incident addressed to school administrator

Within two days of receiving the report, the school will contact and inform the reporting parent 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.

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

No member of the Forest Hill Junior Community will be indifferent towards reported or witnessed acts of violence and bullying. We are committed to responding to and investigating, in a timely manner, any report received suggesting that an incident of violence and/or bullying has occurred amongst our population.

Proposed measures:

- All Forest Hill Junior 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 Forest Hill Junior 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, if the staff member considers the incident to be one of violence or bullying, a report must be filled and submitted to the principal.
 - Depending on the severity of the incident, the staff member will send the student involved in the bullying and/or violent behaviour directly to administration.
 - At the discretion of the school principal or his/her delegate, police intervention may be requested with a 911 call or a call for support from the school's Socio-Community Officer.
- A Forest Hill Junior 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 Forest Hill Junior student who witnesses an incident of violence or bullying is asked to report the incident to the appropriate staff member in the school.
- Any member of the Forest Hill Junior Parent Community who is witness to an act of bullying or violence is asked to report that incident directly to the school administration. The steps to be undertaken include investigation of the report, appropriate measures and appropriate follow-up. (See section 4 of this plan)

6. Measures to Protect Confidentiality:

As part of the investigative and follow-up processes, Forest Hill Junior 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 intended follow-up. Forest Hill Junior is committed to keeping these records confidential and secure so as to protect all parties regardless of their role in the incident.

Proposed measures:

- The Forest Hill Junior Anti-Violence/Anti-Bullying plan will be reviewed annually and all staff members 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.
- These reports will be kept in a distinct file from the Cumulative File or Confidential File.
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be considered.
- Members of the Forest Hill Junior Community agree that in all cases involving minor students, information shared should be on a need to know basis only.
- All parties acknowledge that Forest Hill Junior personnel will not share information about another student with anyone other than the school staff and the parents of that student.

6. Supervisory or Support Measure for Victims, Witness/Bystander, and Perpetrator:

All members of the Forest Hill 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 measures (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 Forest Hill 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, it will be determined 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.
- In some cases, the school team may suggest a referral to the school social worker or make a CSSS referral for victim services.
- The Forest Hill team may suggest the involvement of the victim in a social skills group.
- The Forest Hill team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The Forest Hill team may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board.
- The victim will have follow-up meetings with their support contact to ensure he or she feels safe.
- In all cases, victims of bullying or violence should have a reasonable expectation of feedback from intervening adult figures in a timely manner so as to guarantee a sense of safety and security in the school.

Proposed measures (Witness/Bystander):

- Following the incident, an intervention may be held with any witnesses to determine their role in the incident. If the incident witnessed is severe, witnesses 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 that are actively involved in encouraging the incident.
- Forest Hill Junior 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 intervening adult figures in a timely manner so as to guarantee a sense of safety and security in the school.

Proposed measures (Perpetrator):

- The initial intervention with the perpetrator is managed by the Forest Hill staff member who intervened and the incident is reported to the administrator's office.
- The adult who intervenes or adult who is told of an incident makes a report to the administrator's 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 Forest Hill 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, Forest Hill Junior may refer the perpetrator and his/her parents to support services available to the school.
- Forest Hill Junior 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 designate for follow-up discussion concerning the incident in question.
- Parents are requested to collaborate and be part of the plan which will include sanctions as well as support. (See section 3 of this plan).
- In any circumstance, intervention with a perpetrator of an act of violence or bullying at Forest Hill Junior may include an intervention session 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
 - Intervention of CSSS Social Worker
 - FSST Type 2 Consultation

7. Disciplinary Sanctions:

The Forest Hill Junior 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 it is understood 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.

Proposed measures:

- The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. This adult will decide whether any further follow-up is required, and a report will be sent to the Principal.
- A staff member may request the supervision of the perpetrator during free time; i.e. must be shadowed by a supervisor during recess and at lunch time.
- A detention may be given to the perpetrator. A discussion about the incident will take place with a staff member on how to better deal with similar situations should they occur in the future.
- A 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.

- The parents are informed and a meeting set up where deemed necessary.
- The perpetrator may lose basic school privileges (lunch hour, recess) for a designated length of time.
- Reflection Time may be assigned.
- Loss of school privileges, extra-curricular activities, attendance at outside events, etc.
- In-school suspension supervised by Forest Hill Junior personnel.
- Community Service in the school setting.
- Out- of- school suspension with progressive re-entry.
- Out-of-school suspension with re-entry meeting with parents and student. A plan is developed for the student and agreed to by all. Teachers and staff implicated are informed of the plan.
- Cours à domicile / Home Study
- Referral to an Anger Management Program
- Referral to outside services
- Recommendation to move the student to another school or to expel him/her from the Board.
- Involvement of the Police
- *In all instances these measures are applied at the discretion of the principal or his/her delegate taking into account the circumstances, severity and number of offenses.*
- *All disciplinary measures included in the school's Code of Conduct must be in alignment with the LBPSB Safe and Caring Schools Policy.*

Note: All Forest Hill Junior reports determined to be 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.

8. Required Follow-Ups:

The Forest Hill Junior 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 measures:

Forest Hill Junior commits to ongoing discussion with the **victim** and, if necessary, his/her parents regarding the school's intervention and any actions required subsequent to the initial investigation and intervention.

- Following a report, Forest Hill Junior commits to a follow-up discussion with any **witness**.
- Forest Hill Junior 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, Forest Hill Junior commits to making the bystander aware of the school's expectations and his/her responsibility to intervene or report in such circumstances.
- Forest Hill Junior will meet with the perpetrator and his/her parents to discuss the possibility of further sanctions and further consequences if another act occurs. The contents of this meeting will be documented and recorded for future reference.
- A summary report of the incident and follow-up measures taken are sent to the Director General or his/her delegate.

Please see LBPSB website for Policy on Safe and Caring Schools, amended to include a Parent Code of Conduct (see Addendum I)