



# Anti-Bullying and Anti-Violence Plan

2017-2018



**School:** [Sherbrooke Academy Sr](#)

**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.

## **1. Analysis of the Situation**

The Sherbrooke Academy Senior Anti Bullying Anti Violence plan is fully in line with the Lester B. Pearson School Board's Safe and Caring Schools Policy. As such Sherbrooke Academy Senior is committed to working towards eliminating all forms of bullying and violence in its community and to objectively assessing its school climate as it relates to these particular issues.

### **Proposed Steps**

- Sherbrooke Academy Senior will poll its student population annually using the Tell Them From Me survey to generate indicators respecting school safety and bullying. These indicators, along with others, will be used to build a school portrait with respect to this issue.
- Sherbrooke Academy Senior will use standardized reports to keep records of incidents of bullying and violence when reported to the school administration by students, staff or parents. These reports will be used for reporting purposes on an annual basis.
- Sherbrooke Academy Senior will use Transportation/Bus reports related to acts of bullying or violence as part of the data collected to determine the frequency and nature of bullying or violence in the schools.
- Sherbrooke Academy Senior commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's annual report.

## **2. Prevention Measures**

The Sherbrooke Academy Senior Community believes that dialogue and education are the key factors in changing attitudes towards bullying and violence in our schools. As educators, we believe that by providing opportunities for all members of our community to explore these issues and share experiences we can move towards a better understanding of their underlying causes and build capacity to meet their challenges. We recognize 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.

- The Sherbrooke Academy Senior Code of Conduct will be distributed to all school members and parents annually. The Code will be discussed with students by the principal and teachers annually. It will be referenced in communications with the school community throughout the year so that it is seen as an active document within the context of this plan.
- Sherbrooke Academy Senior is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its promotion of responsible digital behavior on the part of all members of the LBPSB community.
- Sherbrooke Academy Senior will continue to implement programs related to anti-bullying and anti-violence over the course of the school year. These programs may include but are not limited to:
  - Kids in the Know

- WITS
- Peaceful Schools Initiative
- Social Skills Program
- Virtue Assemblies
- Pink T Shirt Day /Anti-Bullying Month
- Girls Empowerment Group
- Others
- Sherbrooke Academy Senior will commit to a minimum of one presentation annually (play, teambuilding activity, concert etc.) which focuses on the theme of anti-bullying or anti-violence
- Sherbrooke Academy Senior will provide updates to student/teacher/staff/Governing Board through occasional information sessions on bullying, homophobia and other violence related topics
- Sherbrooke Academy Senior will present messages containing anti-bullying and anti-violence themes in student assemblies or class visits over the course of the academic year.

### **3. Measures to Ensure Parental Collaboration**

Parent collaboration and cooperation is critical to the success of any plan to eliminate bullying and violence in schools. It is imperative that parents and the school work together to meet the goals and objectives of this plan.

The philosophy of the Lester B Pearson School Board is stated in its Safe and Caring School Policy's introduction, "the Lester B Pearson School Board 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".

Sherbrooke Academy Senior shall review the school's Anti-Bullying Anti-Violence plan on an annual basis. A permanent link to this document will be maintained on the Sherbrooke Academy Senior website.

- The Sherbrooke Academy Senior Code of Conduct will be distributed annually to members of the school community (in the agenda). Parents are urged to read and discuss the Code of Conduct with their children in order to be certain that there is a common understanding of the expectations, rules and consequences
- Sherbrooke Academy Senior will post information or links on its school website with relevant information regarding bullying, being a responsible bystander, internet safety, cyber-bullying as well as to the LBPSB Safe and Caring Schools Policy.
- Sherbrooke Academy Senior will share anti-bullying anti-violence messages at parent meetings and discuss current classroom practices with respect to this plan.
- Sherbrooke Academy Senior commits to open communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviors.

Additionally, Sherbrooke Academy Senior commits to periodic follow-up communication with the victim of bullying and his/her parents.

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

Sherbrooke Academy Senior will attempt to put into place a safe and non-threatening process for reporting any incidents of bullying or violence whether the individual who is doing the reporting is the victim, witness or a reporting party. It is our intent to facilitate the reporting of incidents.

##### **Proposed Steps for Students Who Report Bullying**

Every attempt will be made to protect the confidentiality of the reporting party for incidents of bullying and violence. At the same time, it is understood that the alleged aggressor has the right to know the details of the report that is made against him/her.

- Any student who witnesses an act of bullying or violence is responsible to tell a staff member in order to allow for a follow-up of the incident. If the student is more comfortable telling their parent(s) or another adult, then that parent or adult has the responsibility to inform the school in order to allow for follow-up. All reports will be documented and followed up as needed.

##### **Proposed Steps for Parents Who Report an Act of Bullying or Violence**

Members of the Sherbrooke Academy Senior community who are made aware of a bullying situation or act of violence involving their child or another student have an obligation to contact the school principal, his/her designate or a classroom teacher to report the information. That information will be documented and followed up by Sherbrooke Academy Senior personnel.

- Within two working days of receiving the report, the reporting parent will be contacted by the school. Details may be limited in order to ensure confidentiality.

Sherbrooke Academy Senior invites contact from parents in the following manner:

- Direct phone call to school administrator
- Written correspondence addressed to the school administrator or classroom teacher
- Correspondence through electronic mail

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

All members of the Sherbrooke Academy Senior community will be committed to responding to reported or witnessed acts of bullying or violence. The staff of Sherbrooke Academy Senior will investigate any report received that suggests that an act of bullying or violence has taken place in the Sherbrooke Academy Senior community. This investigation will occur in a timely manner.

### **Student reporting**

- A Sherbrooke Academy Senior student may intervene if the situation does not threaten his/her safety or may seek assistance from a staff member. In all situations there is an obligation to report any act of bullying or violence to a member of the school staff who must then take appropriate action according to the protocol established in section 4 of this plan.
- If a student does not feel comfortable intervening or asking for assistance at the time of the incident because of fear of reprisal, then that student can report using email, or any other confidential reporting mechanism that has been put in place by the school.

Note: All Sherbrooke Academy Senior reports regarding acts of bullying or violence 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 process, Sherbrooke Academy Senior is committed to maintaining accurate and confidential records of each reported incident of bullying or violence. These records will include specific details of the incident in question, the steps taken by the school as a consequence of its investigation and any sanctions to be imposed along with a time-line and plan of any follow-up. Sherbrooke Academy Senior is committed to keeping those records confidential and secure in order to protect all parties.

### **Proposed Steps:**

- All reports of bullying and violence will be kept in a secure location under the supervision of the school principal or his/her delegate. That location will be distinct from the Cumulative or Confidential File of an individual student
- Members of the Sherbrooke Academy Senior community agree that in all cases information will be shared on a need to know basis only and that confidentiality will be respected.

**NB: In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.**

## **7. Supervisory or support Measures for Victims, Witnesses and Aggressors**

All members of the Sherbrooke Academy Senior community recognize the need to be thorough in their treatment of reported cases of bullying or violence. It is understood that they must intervene in an appropriate manner, request the intervention of school administration when necessary and report the incident as per the process described in Section 4 of the plan.

### **Proposed Steps for the Child Who is Victimized**

- 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.
- A plan will be developed which ensures that the student who is being victimized is offered the needed support and security to be able to attend school and feel safe and free from the fear of being re-victimized. A staff member will conduct follow-up meetings with the student to be certain that the bullying or violence has stopped and to provide follow-up support to the student. The degree of support and its frequency will depend on the feedback given by the student who was victimized.
- A determination will be made as to which staff members need to be made aware of the details of the incident to ensure that the student is safe.
- The student's parent(s) will be informed of the incident and be told what measures are to be put in place to support the student. The parents will be contacted for appropriate follow-up.
- Sherbrooke Academy Senior may refer parents of the student to outside support services if it is determined that the student needs more support than those which the school or the School Board can provide.

### **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 was severe, the bystanders may be 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 for students who actively encourage the bullying incident
- Sherbrooke Academy Senior reserves the right to contact the parents of bystanders who engage in the above behavior
- Witnesses to acts of bullying or violence may be offered any necessary support to promote a sense of security and safety in the school if deemed necessary

### **Proposed Steps (Aggressor)**

- The initial intervention with the alleged aggressor will occur with the staff member who observes or receives a report of a bullying or violent incident
- After an investigation has determined that the incident is an act of bullying or violence, a member of staff or the administration (in the case of severe bullying or violence) will meet with the aggressor and inform him/her of the details of the report (without disclosing the identity of the informant) and will inform the student of the consequences for that behavior and what the expectations are for more appropriate behavior in the future.
- The aggressor's parents will be called and informed of the incident and the consequences.
- In the case of a suspension, parents may be asked to come to school for a follow-up meeting before the student returns to class.
- In situations where there is a serious offence or there have been repeated acts of bullying or violence, parents of the aggressor may be asked to come to school to meet with school professionals in order to develop a plan to better help in rehabilitating the student.
- Some possible counselling or support interventions may include:
  - CSSS Social Worker
  - Referral to an outside counselling program
  - Placement in a School Board alternative program
- Should the student be suspended from school for any period of time, it is expected that the student will report to the principal or designate for a follow-up discussion of expectations of future behavior.

### **8. Disciplinary sanctions**

The Sherbrooke Academy Senior Community is committed to applying consistent and appropriate sanctions in all cases where it has been determined that acts of bullying or violence have taken place. These sanctions will be applied with the understanding that the long term objective is for rehabilitation and reintegration but that the safety of all will never be compromised by that objective.

The LBPSB Policy on Safe and Caring Schools, section 3, November 2008, p 9 states:

“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.”

Proposed Steps in determining sanctions

Note: At any time, depending upon the degree of transgression,

- The alleged aggressor may engage in a discussion with the staff member who witnesses or is made aware of the incident. After the discussion, the staff member may decide that no sanction other than the discussion is necessary. The incident will be recorded on the reporting form.

- The aggressor may be removed from class by the staff member who is investigating the incident. At that time there may be a discussion with the supervising staff member about the incident and how to more appropriately deal with a similar situation in the future. An appropriate sanction may also be put in place. The intervention is recorded on the reporting form.
- Sherbrooke Academy Senior staff member may request that the aggressor be sent to the office or other designated area while the initial investigation is carried out. In the case of a severe or repeated act of bullying or violence it may be determined that the aggressor will not return to class and that a sanction requiring the participation of the socio- community officer and/or the parents may be required.

The following sanctions may be imposed based on the frequency and severity of the behaviors demonstrated by the aggressor. The administrator reserves the right to determine the sanction once all information about the situation has been made available keeping in mind that the goal of any sanction is to help the student learn to make more appropriate decisions about future behavior.

The following are possible sanctions. They are not progressive in nature and will be determined by the principal or his/her delegate based on the frequency, severity and nature of the action.

- Loss of lunch or recess privileges
- Loss of school privileges, extra-curricular activities, attendance at outside events
- Loss of recess or lunch privileges with gradual reintroduction of time in these settings depending on the student's behavior the previous time.
- Reflection time
- Planning Room or Resource Room supervision with the objective of developing a behavior plan
- Community service either inside or outside the school
- In- school suspension
- Out- of –school suspension( with progressive re-entry)
- Referral to out-of-school program ( eg. anger management)
- Involvement of police
- Recommendation to move student to another school or to expel from the Board

## **9. Required Follow-Up**

The Sherbrooke Academy Senior 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 aggressor, the victim and when deemed necessary ,the witnesses to an act of bullying or violence. The extent of the follow-up measures will depend on the nature of the incident and the degree to which it is believed that long- term intervention is necessary.



## Proposed Follow-Up

- The Student who was victimized

Sherbrooke Academy Senior 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.

Official reporting forms will include a "date of follow-up" box which will indicate a date on which the principal or his/her delegate will check-in with the student who was victimized to confirm that the problem remains resolved.

- The Student who witnessed The Act of Bullying or Violence

Should it be necessary, Sherbrooke Academy Senior commits to a follow-up discussion with any witnesses supporting the action taken by the witness who reported a bullying or violent incident.

In the case of a student who witnessed an act of bullying or violence, and who failed to intervene or report the incident to an adult, the witness will be made aware of Sherbrooke Academy Senior's expectation and his/her responsibility to report or intervene in the future

- The Aggressor

Sherbrooke Academy Senior will meet with the aggressor and his/her parents to discuss possible further sanctions and consequences should another act occur.

A summary of the incident and follow-up measures will be sent to the Director-General or his delegate.