Anti-Bullying and Anti-Violence Plan
2019-2020

School: LINDSAY PLACE HIGH SCHOOL

Goals

- To prevent and stop all forms of bullying and violence targeting a student, a teacher or any other staff member.
- To work with all of our students, staff and parents in creating a safe and caring learning environment for everyone at Lindsay Place High School (LPHS).

Definitions:
According to Lester B. Pearson School Board's (LBPSB) Safe and Caring Schools Policy. Located online at: 

Bullying: Bullying is defined in the Education Act (Article 13) as: “A repeated direct or indirect behavior, comment, act or gesture whether deliberate or not, including in cyberspace, which occurs in the context where there is an imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes”.

Violence: Violence is defined in the Education Act (Article 13) as: “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 of property”.

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

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Governing Board approval:

Signature Governing Board Chair

Signature Principal
1. **Analysis of the School’s Situation:**

The LPHS Community pledges its support for the position of the LBPSB’s Safe and Caring School Policy with respect to school safety and security. To that end, LPHS is committed to working towards eliminating all forms of bullying and violence in its community and to evaluate the school climate on a regular basis.

**Proposed Steps**

- LPHS will use the following information to analyse the school’s situation:
  - the number of written reports received by the administration from students, staff and parents related to bullying and violence
  - the data collected twice per year (Nov & April) via the Tell Them From Me survey
  - the number of bus reports related to bullying and violence
  - the number of suspensions (in-school and out-of-school) related to bullying and violence
  - the number of expulsions related to bullying and violence
- LPHS will include the aforementioned information in its Educational Project, which is to be completed and posted on our website by June 2020.
- LPHS will also include in its Educational Project the targets and strategies in place to prevent and eliminate bullying and violence from its school community as well as any monitoring mechanisms and support systems.

2. **Prevention Measures:**

The Lindsay Place High School 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 Lindsay Place High School Code of Conduct will be updated and distributed to all school members and parents annually through the school agenda. 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.

- Lindsay Place High School is committed to educating our students about appropriate Digital Citizenship, and the implication of appropriate online behaviour as a part of this plan.
- Lindsay Place High School will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include:
  - Cycle Assemblies
  - Focus on 5 LPHS Values: Respect, Pride, Inclusivity, Community Involvement, Environment
  - Focus on Wellness - Strategic Direction 2 in our Educational Project
  - West Island Women’s Centre Self-Defense
  - Collaboration with Socio-Community Officers
  - Student Lounge
  - FSSTT workshops
  - Learning Circles (Special Needs)
  - Pink T-Shirt Day
  - Frame of fame
  - Multicultural Day
  - Community Service Program
  - Admin visits to individual classrooms
  - Intergenerational Project
  - Daily announcements
  - Showcasing responsible digital citizenship through the school’s social media use
  - International Women’s Day charity games run by girls’ teams
- LPHS will commit to a minimum of one presentation annually by an outside organization or a planned presentation by a staff member (play, team building activity, concert, etc.) which focuses on the theme of anti-violence or anti-bullying.
- LPHS commits to including messages regarding anti-bullying and anti-violence during student assemblies over the course of the academic year.
- LPHS will support the Governing Board and/or Home and School in endeavours to provide information sessions related to anti-bullying and anti-violence for the larger parent population.
- LPHS will continue to promote LBPSB’s FSSTT Lecture Series for all interested community members
- LPHS staff will continue to participate in information sessions and professional development related to the prevention of bullying and violence.
- LPHS staff commit to active student supervision and to being proactive in the supervision of potential hot-spots in the school.
• LPHS will continue to proactively offer counselling and guidance to students to reduce acts of bullying and violence.
• LPHS is committed to the goals and objectives of the LBPSB Digital Citizenship Project and promotes the responsible use of social media.

3. Measures to Encourage Parental Collaboration:

"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 2016, p.3)

Parent collaboration and cooperation is critical to the success of any plan to eliminate bullying and violence in schools. Parents are integral members of the LPHS community. It is therefore, critical that they be committed to the goals and objectives outlined in this plan, and work with the school administration and staff, through constructive dialogue, to resolve issues as they arise.

Proposed Steps:
LPHS commits to communicate with the parents of students involved in incidents of bullying or violence.

• LPHS is committed to work with parents on appropriate intervention with students who are experiencing behavioural difficulties.
• In order that parents will always be up-to-date with the most current version of LPHS's Anti-Bullying and Anti-Violence Plan, it will be posted on the LPHS website.
• LPHS will also post information and/or links on its website that are relevant for parents on topics such as: bullying, being a responsible bystander, internet safety, cyber-bullying, etc.
• LPHS shall review its Anti-Bullying / Anti-Violence Plan on an annual basis.
• LPHS Code of Conduct will be linked to the Anti-Bullying / Anti-Violence Plan.
• Both the LPHS Code of Conduct and Anti-Bullying / Anti-Violence Plan will be subject to approval by Governing Board annually.
• LPHS’ Code of Conduct will be shared annually with members of the school community (ie: in the school agenda).
• LPHS parents and students are asked to review the code of conduct found in the agenda and sign the acknowledgement provided by the school on an annual basis. LPHS Anti-Bullying and Anti-Violence Plan 5
• LPHS will support initiatives by the Governing Board to hold professional information sessions for parents on topics related to bullying and violence.
4. Procedures for Reporting:

All members of the LPHS Community are entitled to a safe, non-threatening and easily accessible process for reporting incidents of bullying or violent behaviour 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.

It is incumbent upon all members of the LPHS community (students, staff, parents, community members) to report incidents of bullying and violence to the appropriate level administrator.

The Principal will be informed of all reports of bullying and violence.

Every report of bullying must be investigated.

The Principal must be kept abreast of all reports.

The Principal will determine which other staff members/professionals need to know about the report/incident in order to resolve the issue and support the people involved.

Proposed Steps (Students)

- LPHS prioritizes confidentiality for parties reporting incidents of bullying and/or violence.
- Any LPHS student who witnesses an act of bullying or violence is responsible to tell a staff member at school.
- LPHS confirms that any verbal report given to a staff member from a student must be documented and followed-up as needed.

Proposed Steps (Parents)

- Members of the LPHS 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 inform a staff member.
- This contact and subsequent follow-up will be documented by LPHS personnel. Within two working days of receiving the report, the reporting parent will be contacted by the school, to confirm receipt of report to be assured that the situation is being investigated and that appropriate action is being taken. Further details will be limited in order to prioritize confidentiality of parties involved.
- LPHS invites the following forms of contact from parents:
  - Direct phone call
  - Email or letter detailing concerns
  - Scheduled appointment
5. **Actions to Be Taken When Observing a Bullying or Violent Act:**

No member of the Lindsay Place High School 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 LPHS 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 LPHS 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, 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 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.

**Note:** All LPHS reports regarding incidents of violence and/or bullying must be forwarded to the school’s 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, Lindsay Place High 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 consequence of its investigation and
indication of intended follow-up. Lindsay Place High 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 Lindsay Place High School anti-violence/anti-bullying plan will be reviewed annually and all staff will be 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 administration or their delegate.
- The above named reports will be kept in a distinct file from the Cumulative File or Confidential File of an individual student.
- An online tracking/reporting/evaluating system is in place (ISM)
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- Members of the Lindsay Place High School community agree that in all cases involving students, information shared should be on a need to know basis only.
- All parties acknowledge that Lindsay Place High School personnel must not share information about another student with anyone but other staff and parents of that student.

7. **Supervisory or Support Measure for Victims, Witnesses, and Perpetrators:**

LPHS will strive to provide support services to all those involved in incidents of bullying and violence (victims, perpetrators and bystanders). These services will be offered or imposed depending on the severity and frequency of the related incidents.

These services may include, but are not limited to:

- Mentoring, mediation and follow-up with a teacher, staff member or administrator
- Restorative Justice
- Referral to the FSSTT Technician at LPHS
- Referral to the Planning Room Technician at LPHS
- Referral to the Guidance Counsellor
- Referral to the YMCA Alternative to Suspension Program
- Referral to another Planning Room or to the LBPSB Central Planning Room
- Referral to a professional from the LBPSB Student Services Department
- Referral to FSSTT Type II Intervention
- Referral to LBPSB Alternative School Programs
- Referral to an outside professional service, including, but not limited to, those provided by the CLSC, Local Sports or Cultural Centers, Batshaw Family Services, CROM, Douglas Hospital Programs, SPVM, etc.
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.
- An LPHS 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 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 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 LPHS team may suggest the involvement of the victim in a social skills group.
- The LPHS team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The LPHS team may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board. A staff member will assess the severity and frequency of the incident(s) through a discussion with the student.
- In all cases, victims of bullying or violence should have a reasonable expectation of feedback from 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 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 were actively involved in encouraging the incident.
- LPHS reserves the right to contact the parents of bystanders when it feels such contact is appropriate.
Proposed Steps (Perpetrator):

- The initial intervention with the perpetrator is managed by the Lindsay Place High 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 a follow-up investigation. Once an investigation has been completed and the incident is confirmed to be bullying and/or violence, the LPHS principal or his/her delegate meets with the perpetrator. The perpetrator is told of the report, discusses the incident and is given a consequence.
  - In some cases the investigation is deferred to outside services and professionals. Should this unfold, the administration must wait to hear how to proceed and must not continue their involvement so to not impede the process.

- The perpetrator’s parents are called and informed of the incident and any consequences. The parents may be asked to come to school for a follow-up meeting.

- In cases where it is deemed necessary and appropriate, Lindsay Place High School may refer the perpetrator and his/her parents to support services available to the school.

- Lindsay Place High 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 administration for follow-up discussion concerning the incident in question.

- Parents are requested to collaborate and be part of the plan which includes 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 Lindsay Place High School may include a therapeutic intervention as a means of support. Such interventions may include:
  - Referral to an outside organization for support
  - Referral to meet with FSSTT technician
  - FSSTT Type II Consultation
  - Referral to meet with Planning Room technician
  - Social Skills groups
  - Temporary or permanent placement in alternate class in school
  - Placement in in-school alternative program or referral to outreach system.
  - Intervention of CSSS Social Worker

8. **Disciplinary Sanctions:**

"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."

Possible Sanctions:

- An apology
- Detentions
- Supervised lunch periods, transition times, free time, etc.
- Mandatory counselling, anger management classes, social skills programs, etc.
- Loss of privileges (extra-curricular, co-curricular, trips, lunch activities, etc.)
- Restorative Service Initiatives (ie: community service)
- Referral to outside agency
- In-School Suspension
- Planning Room at LPHS or at another school or at the Lester B Pearson Central Planning Room
- Out-of-school Suspension
- Cours à domicile / Home Study
- Transfer of schools
- Expulsion
- Police Intervention

*In all instances measures are applied at the discretion of the administration 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 in alignment with the LBPSB Safe and Caring Schools Policy.*

9. **Required Follow-Ups:**

The Lindsay Place High School 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:

- Lindsay Place High 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, Lindsay Place High School commits to a follow-up discussion with any witness who reported an incident.
• Lindsay Place High 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 (bystander). In such cases, Lindsay Place High School commits to making the bystander aware of the school’s expectation and his/her responsibility to intervene or report in such circumstances.

• The administrator will meet with the perpetrator and his/her parent to discuss possible further sanctions and consequences if another act occurs. The contents of this meeting will be documented and recorded for future reference if necessary.

• Official reporting forms will indicate a date on which the issue will be revisited by administration for confirmation that the problem is resolved.

• A summary report of the incident and follow-up measures taken are sent to the Director General or his/her delegate.