



# *Anti-Bullying and Anti-Violence Plan*

## *2012-2013*

**School :** LINDSAY PLACE HIGH 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 in 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.

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

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**Governing Board approval: January 8<sup>th</sup>, 2013**

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Signature Governing Board Chair

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Signature Principal

## **1. Analysis of the School's Situation:**

The Lindsay Place High School 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, Lindsay Place High School 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**

- Lindsay Place High School will poll the student population twice per year (November/April) through its Tell Them From Me survey to identify student perception of bullying. The first survey establishes the situation, and allows for the implementation of actions and strategies. The second survey evaluates the success of the actions and strategies.
- Lindsay Place High School will commit to conducting the Staff Survey on Safe and Caring Schools with the support of the Student Services Department of the LBPSB.
- Lindsay Place High School commits to having standard written reports completed by staff, students and parents regarding reported incidents of violence or bullying.
- Lindsay Place High School 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.
- Lindsay Place High School will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.
- Lindsay Place High School commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's Management and Educational Success Agreement (MESA) and to including a section on outcomes in its Annual Report on the MESA.

## **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 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.
- Lindsay Place High School is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in 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:
  - FLASH
  - Peaceful Schools Initiative
  - White Tiger Self-Defense
  - Dare to Care Bullying Prevention Program
  - The Tolerance Caravan
  - Live Different
  - Guerrilla Theatre
  - Gay Straight Alliance
  - Making Tracks
  - Learning Circles (Special Needs)
  - Pink T-Shirt Day/anti bullying month
- Lindsay Place High School will survey students and staff regularly to determine where the 'hot spots' for bullying and violence are located, resulting in increased adult supervision in these areas.
- Lindsay Place High School 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
- Lindsay Place High School will engage in ongoing student/teacher/staff/Governing Board information sessions on bullying, homophobia (this seems really out of place here) and prevention.
- Lindsay Place High School 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 are critical to the success of any plan to eliminate bullying and violence in schools. The Lindsay Place High School 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

- Lindsay Place High School shall review and distribute its Anti-bullying, Anti-Violence documentation on an annual basis. A permanent link to this document will be maintained on the Lindsay Place High School website.
- Lindsay Place High School will commit itself to including references to anti-bullying/anti-violence themes at gatherings such as Curriculum Night, Report Evenings, School Play, etc.
- The Lindsay Place High School 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 acknowledgement by parents if deemed appropriate.
- Lindsay Place High School 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 and Home and School Association, Lindsay Place High School will present parent information sessions on specific topics of bullying and violence.
- Lindsay Place High School will share anti-violence/anti-bullying strategies at parent meetings with classroom teachers and discuss current classroom practices with respect to this plan.
- Lindsay Place High School commits to ongoing communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviours, until complete resolution of the problem. Additionally, Lindsay Place High School commits to periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.

- Possible interventions to establish partnerships with parents include: identify students with behavioural difficulties – school Principal/teacher makes initial contact at the beginning of the year to discuss how ‘we’ want the year to be successful for the student. Individual plans of action are created with the student and family for success. Follow up meetings, phone calls, emails or discussions are part of the plan. positive behaviours will be acknowledged and encouraged.

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

All members of the Lindsay Place High School 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)

- Lindsay Place High School guarantees confidentiality for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified perpetrator will be fully apprised of the details of the report made against him/her.
  - Any Lindsay Place High School student who witnesses an act of bullying or violence is encouraged to tell a staff member at school, and an adult at home so as to allow these adults to follow-up with reporting as they see fit.
  - Lindsay Place High School shall encourage the practice of open ended entrance or exit communication slips by the teachers, to increase communication with students.
  - Lindsay Place High School will provide a locked box where students can submit written communication with school staff regarding issues of bullying or violence. Students will be strongly encouraged to sign their name to allow for follow-up. One such box will be placed outside the Planning Room/FSSTT work room, and another in the Cycle 1 office.
  - Once a student has made a verbal report of a bullying or violent incident, he/she will be asked to provide a written report of what has taken place. Lindsay Place High School confirms that any verbal report given to a staff member from a student must be documented and followed-up as needed.
  - Lindsay Place High School students will also have the opportunity to email concerns to a dedicated email address. This address will be given to all students and printed in the agenda.
- ##### Lindsay Place High School Proposed Steps (Parents)
- Members of the Lindsay Place High School 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 school Principal, Vice-Principal, or staff member. This contact and subsequent follow-up will be documented by Lindsay Place High School personnel.

- Within a timely and efficient manner, the reporting parent will be contacted by the school, to be assured that the situation is being investigated and that appropriate action(s) is/are being taken. Further details will be limited in order to ensure confidentiality of parties involved.
- Lindsay Place High School the following modes of parental communication: are available at Lindsay Place High School:
  - Direct phone call to school administrator, or staff member.
  - Letter detailing issue or incident addressed to school administrator or classroom teacher.
  - Email
  - 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 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 Lindsay Place High School 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 Lindsay Place High School staff member who observes or is made aware of a possible act of bullying or violence must assess the situation and intervene and take appropriate action.
- 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 Administration, 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 incident should be sent directly to administration, depending on the severity of the incident.
- At the discretion of the school administration 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 Lindsay Place High School student may intervene if the situation does not threaten their well-being and are encouraged to seek the assistance of a staff member.

- Any Lindsay Place High School 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 Section 4 of this plan).
- Any member of the Lindsay Place High School Parent Community who is witness to an act of bullying or violence is obliged to report that incident to 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 Lindsay Place High School 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, 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 staff member.
- 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 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 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, Witnesses, and Perpetrators:**

All members of the Lindsay Place High School 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 Steps (Victim):

- A staff member will assess the severity and frequency of the incident (s) through a discussion with the student.
- A Lindsay Place High School 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 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.
- 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, FSSTT or other Resource team members or make a CSSS referral for victim services.
- The Lindsay Place High School team may suggest that the victim participate in a social skills group.
- The Lindsay Place High School team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The Lindsay Place High School team may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board.
- 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, 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 were actively involved in encouraging the incident.
- Lindsay Place High School reserves the right to contact the parents of bystanders..
- As with victims, witnesses to acts 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 (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 administration 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 Lindsay Place High School the administration will meet 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 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 (CSSS)
  - Referral to meet with FSSTT technician
  - 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.
  - FSSTT Type II Consultation
  - Intervention of CSSS Social Worker

#### **8. Disciplinary Sanctions:**

The Lindsay Place High School 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 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 Sanctions:

- The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. Adult decides if further follow-up is required. A report goes to the administration.
- Lindsay Place High School may request the supervision of the perpetrator during free time; i.e. must be shadowed by a supervisor during recess and at lunch time.
- Detention of the perpetrator may be requested. During this time there is a discussion with the supervising staff member about the incident and how to better deal with similar situations should they occur.

- Lindsay Place High School staff member may request that the perpetrator is sent to the office or another 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.
- Planning Room periods with stated objectives with respect to reflection and discussion of offending conduct.
- Referral for anger management program
- Restitution
- Community service either inside or outside of the school setting.
- In-school suspension supervised by Lindsay Place High School personnel.
- Out-of-school suspension
- Out of school suspension with progressive re-entry.
- 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
- Resource support
- Loss of school privileges, extra-curricular activities, attendance at outside events, etc.
- Cours à domicile / Home study
- Referral for outside services

*•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** supporting the action taken by witness if a report was made.
- 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. This meeting will be minuted and documented for future reference..
- Official reporting forms will indicate a date on which 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.