

FOREST HILL SENIOR

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.

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

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The Anti-Bullying and Anti-Violence Plan was presented to Governing Board at its October 20th, 2015 meeting. A motion was brought forward and approved that the plan remain intact with no changes for the 2015-2016 school year.

1) *Analysis of the School's Situation*

The Forest Hill Senior 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, Forest Hill Senior 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 Senior will poll the student population twice per year (December/May) through the Tell Them From Me survey to identify the student perception of 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.
- Forest Hill Senior will commit to conducting the Staff Survey on Safe and Caring Schools with the support of the Student Services Department of the LBPSB.
- Forest Hill Senior will include Transportation/Bus Reports related to acts of bullying or violence as part of its general snapshot of the school's situation.
- Forest Hill Senior will administer in-school and out-of-school suspensions related to bullying and violent behaviour will be recorded and included in the snapshot.
- Forest Hill Senior will keep a general tally of referrals to the principal's office for bullying or violent behaviours for reporting purposes.
- Forest Hill Senior commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's MESA including a section on outcomes in its Annual Report on the MESA.

2) <i>Prevention Measures</i>

The Forest Hill Senior 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 Senior 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.
- Forest Hill Senior is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- Forest Hill Senior will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These are programs currently or previously used at Forest Hill Senior:

- ❖ Peaceful Schools Initiatives
- ❖ Play it Fair
- ❖ Growing Up Wise Program (gr 6.)
- ❖ Dare to Care bullying prevention program
- ❖ DM social skills sessions
- ❖ Dynamix team building activities
- ❖ Gotcha doing something good
- ❖ Helping hands coupons
- ❖ Pink T-Shirt Day/anti bullying week activities (not month)
- Forest Hill Senior will survey students and staff regularly to determine if and where increased supervision might be necessary with regard to bullying and violence.
- Forest Hill Senior will commit to a minimum of one presentation annually by an outside organization (play, team building activity, concert, etc.) that will focus on the theme of anti-violence or anti-bullying
- Forest Hill Senior will engage in ongoing student/teacher/staff/Governing Board information sessions on bullying and violence prevention.
- Forest Hill Senior commits to including messages regarding anti-violence and anti-bullying during student assemblies as well as during periodic class visits by our spiritual animator or other guests 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 Senior Community includes the parents and 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 Senior shall review and present the school's anti-bullying, anti-violence plan on an annual basis. A permanent link to this document will be maintained on the Forest Hill Senior website.
- Forest Hill Senior will commit to including references to anti-bullying/anti-violence themes at gatherings such as curriculum night, report evenings, school events, etc.
- Forest Hill Senior Code of Conduct will be distributed annually to members of the school community (i.e. agenda). The students and parents will sign to signify their agreement and commitment to respecting the code of conduct.

- Forest Hill Senior will post information or links for parents on its school website regarding bullying, being a responsible bystander, internet safety, etc.
- Forest Hill Senior in collaboration with its Governing Board and Home and School Association, will host parent information sessions on specific topics related to bullying and/or violence.
- Forest Hill Senior commits to ongoing communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviours, until the problem is resolved. Additionally Forest Hill Senior commits to periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful, always respecting the measures protect confidentiality. (as per section 6)
- In the case of students with behavioral challenges, Forest Hill Senior's 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 student.

4) *Procedures for Reporting*

All members of the Forest Hill Senior 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 Senior ensures 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 Senior student who witnesses bullying or violence is responsible to tell a staff member at school, and his/her parents to allow those adults to follow-up with reporting as they see necessary.
- Forest Hill Senior will provide, on each floor, a locked box where students can submit written communication with school staff regarding issues of bullying or violence. Students have to be strongly encouraged to sign their name to allow for follow-up.
- Once a student has made a verbal report of a bullying or violent incident, the Forest Hill staff member to whom the report verbally made will provide a written report of the student's account of what took place.
- Forest Hill Senior 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 Senior 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. This contact and subsequent follow-up will be documented.
- Forest Hill Senior invites the following forms of contact from parents:
 - ❖ Direct phone call to school Principal.
 - ❖ E-mail to school Principal
 - ❖ Letter detailing the issue or incident addressed to school Principal or classroom teacher.
- Within two days of receiving the report, 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 insure confidentiality of parties involved.

5) *Actions to Be Taken When Observing a Bullying or Violent Act*

No member of the Forest Hill Senior 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 Senior staff will be committed to a zero indifference policy with respect to acts of violence or bullying or reports of said acts. All reported acts of bullying or violence will be investigated.
- A Forest Hill Senior 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 in a timely manner.
 - ❖ If the staff member considers his/her intervention successful, student is not referred to the Principal. However, if the staff member considers the incident to be one of violence or bullying a report must be submitted to 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 the Principal.
 - ❖ At the discretion of the school principal or his/her delegate, police intervention may be requested with a 911 call or a call made for support from the school's Socio-Community Officer.
- A Forest Hill Senior student should seek the assistance of a staff member or may choose to intervene in a non-physical manner, if the situation does not threaten his /her well-being.
- Any Forest Hill Senior 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 (as per Section 4).

- Any member of the Forest Hill Senior Parent Community who is witness to bullying or violence is asked to report that incident directly to the school Principal. The steps to be undertaken include investigation of the report, appropriate measures and appropriate follow-up (as per Section 4).
- Forest Hill Senior will refine its internal system with yellow/orange card reporting system used by teachers, aides and daycare staff
 - ❖ Yellow incidents are considered minor and will be followed by a recess reflection at the office. Details of the incident and intervention by the teacher are documented.
 - ❖ Yellow reports forms will be sent home with student for reflection along with parents, signed and returned to homeroom teacher. These will be kept in a binder for future reference
 - ❖ Orange incidents are considered more serious and imply the involvement of the school Principal. Details of the incident and intervention are recorded
 - ❖ Orange reports will be sent home for reflection along with parents, signed and returned to the office. The report will state the appropriate disciplinary sanctions that will be applied. These will be kept in a binder for future reference

Note: All Forest Hill Senior reports regarding incidents of violence and/or bullying must be forwarded to the 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, Forest Hill Senior 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 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 Senior 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 Senior anti-violence/anti-bullying plan will be reviewed annually and staff members reminded that every incident and its 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 will be considered
- Members of the Forest Hill Senior 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 Senior personnel are not obliged to share information about another student with anyone but the student's parents and the student's other teachers and professionals involved with the student.

7) *Supervisory or Support Measures for Victims, Witness, and Perpetrator*

All members of the Forest Hill Senior Community will be thorough in their treatment of reported cases of bullying or violence. They pledge to intervene in an appropriate manner, to request the intervention of school Principal if necessary and to report the incident (as per Section 6).

Proposed measures (Victim):

- A Forest Hill Senior staff member will determine the severity and frequency of the incident (s) through a discussion with the student. The staff member may be the classroom teacher, Principal or another staff member with whom the student is comfortable talking.
- A Forest Hill Senior 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 Forest Hill Senior 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 out of school resources will be requested when deemed appropriate.
- In some cases, the Forest Hill Senior school team may suggest:
 - ❖ a referral to the school social worker
 - ❖ a referral for services to the CSSS.
 - ❖ the involvement of the victim in a social skills group.
 - ❖ a referral to an outside agency for support or services if it feels such services are warranted.
 - ❖ 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/she feels safe.
- In all cases, victims of bullying or violence should have a reasonable expectation of feedback from the intervening adult figure in a timely manner so as to guarantee a sense of safety and security in the school.

Proposed measures (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 will be implemented, if appropriate, for students actively involved in encouraging the incident.
- Forest Hill Senior 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 figure 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 Senior staff member who intervened and the incident is reported to the Principal's office.
- The adult who intervenes or adult who is told of a possible incident of bullying or violence makes a report to the Principal 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 Senior Principal or delegate meets with the perpetrator. The perpetrator is told of the report, discusses the incident with the Principal or delegate 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 Senior Principal may refer the perpetrator and his/her parents to support services available to the school.
- Forest Hill Senior' Principal 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 delegate 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).
- In any circumstance, intervention with the perpetrator of acts of violence or bullying at Forest Hill Senior may include other means of support such as:
 - ❖ a referral to an outside organization for support (CSSS)
 - ❖ a referral to REACH
 - ❖ involvement in a social skills groups
 - ❖ temporary or permanent placement in alternate class in school
 - ❖ a referral to an outreach system.
 - ❖ an FSSTT Type II Consultation
 - ❖ the intervention of the CSSS Social Worker at school level

8) <i>Disciplinary Sanctions</i>

The Forest Hill Senior 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.

Proposed measures (perpetrator):

- The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. If it is not a case of bullying or violence, the adult may decide no further follow-up is required. A report still goes to the Principal.
- A staff member may send the perpetrator to the office or other designated area while the initial investigation of the incident is being carried out.
- Parents are informed and a meeting may be set up.
- Reflection time is given to the student.
- Detention may be given. During this time a discussion with the supervising staff member about the incident and how to better deal with similar situations will occur.
- Basic school privileges (lunch hour, recess) may be removed from for a designated period of time.
- The perpetrator may be shadowed by a supervisor and his\her actions monitored during recess and at lunch time. Gradual return to free time may be planned depending on his-her conduct.
- Supervised in-school suspension.
- Out-of-school suspension with a re-entry meeting with parents and student. A plan may be developed for the student and agreed to by all. Teachers and staff implicated are informed of the plan.
- Out of school suspension with progressive re-entry.
- Loss of school privileges, extra-curricular activities, school events (in or out of school), etc.
- Transportation services may be suspended.
- Referral to an anger management program.
- Community Service in the school setting.
- Recommendation to move the student to another school or to expel the student from the Board.
- Involvement of the Police.
- Resource Support.
- 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 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 Forest Hill 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 perpetrator, the victim and, when deemed necessary the witnesses 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 Senior 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 necessary, Forest Hill Senior commits to a follow-up discussion with any witness; supporting the witness in the action taken by the witness if a report was made.
- Forest Hill Senior will not be indifferent to instances where **witnesses** to acts of violence or bullying (bystanders) fail to intervene or report such incidents to an adult in the building. Forest Hill Senior commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
- Forest Hill Senior will meet with the perpetrator and his/her parents to discuss possible further sanctions and consequences should another such act occur. The contents of this meeting will be documented and recorded for future reference if necessary.
- A follow-up meeting will take place to ensure that the problem is resolved.
- A summary report of the incident and the follow-up measures taken are sent to the Director General or his/her delegate.