

# **Anti-Bullying and Anti-Violence Plan 2019-2020**

**School:** Edgewater Elementary

**Goal:** To prevent and stop all forms of bullying and violence targeting a student, a teacher, any other staff member and volunteers.

## **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.

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

The Edgewater Elementary School Community pledges its support for the position of the Lester B. Pearson School Board's Safe Schools policy with respect to school safety and security. To that end, Edgewater 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.

- Edgewater Elementary School will poll the student population of Grades 4 to 6 twice per year (November/April) through its 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.
- Edgewater Elementary School commits to having standard written reports completed by staff, students and volunteers regarding reported incidents of violence or bullying.
- Edgewater Elementary 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.
- Edgewater Elementary School commits to reporting on the implementation of the school's Anti-bullying policy and to including a section on outcomes in its Annual Report on the MESA.

## **2. Prevention Measures:**

The Edgewater Elementary 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. Developing a culture of communal and individual responsibility for self and others is also paramount. 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 Edgewater Elementary 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.
- Edgewater Elementary School is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- Edgewater Elementary School will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include:
  - Peaceful Schools Initiative
  - Play it Fair
  - Dare to Care bullying prevention program as required
  - Second steps
  - Playground Pals
  - Spiritual Animator class visits
  - Digital citizen presentations by School board Consultant
  - Zones of regulation program
  - Anti-bullying month
  - Invited guest speakers/performers

- Edgewater Elementary School will survey students and staff regularly to determine where the 'hot spots' are for bullying and violence are located, resulting in increased adult supervision in these areas.
- Edgewater Elementary School will commit to community education and information sessions on the issues related to bullying prevention.
- Edgewater Elementary 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 is critical to the success of any plan to eliminate bullying and violence in schools. The Edgewater Elementary 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

- Edgewater Elementary School shall review and distribute the Anti-bullying, Anti-Violence plan on an annual basis. A permanent link to this document will be maintained on the Edgewater website.
- Edgewater Elementary 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 Edgewater Elementary School Code of Conduct will be distributed annually to members of the school community. Parents will need to acknowledge that they have read and understood this document.
- Edgewater Elementary 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, Edgewater Elementary School will present parent information sessions on specific topics of bullying and violence.

- Edgewater Elementary School will share anti-violence/anti-bullying strategies at parent meetings with classroom teachers and discuss current classroom practices with respect to this plan.
- Edgewater Elementary 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, Edgewater commits to periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.

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

All members of the Edgewater Elementary 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 the reporting of incidents.

##### Proposed Steps (Students)

- Edgewater Elementary School guarantees confidentiality for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified perpetrator is made aware of the details of the report made against him/her.
- Any Edgewater Elementary School student who witnesses an act of bullying or violence has a responsibility to tell a staff member at school, and an adult at home, so as to allow those adults to follow-up.
- Edgewater Elementary School will provide a box where students can privately submit written communication to school staff regarding issues of bullying or violence. Students should be strongly encouraged to sign their name to allow for follow-up, with the promise of confidentiality.
- Edgewater Elementary School 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 Edgewater Elementary 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 should contact the classroom teacher or school Principal (or their designate.) This contact and subsequent follow-up will be documented by Edgewater Elementary School personnel.
- As soon as possible upon receipt of a report, the reporting parent will be contacted by the school. They will 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.
- Edgewater Elementary School invites the following forms of contact from parents:

- Direct phone call to school administrator.
- Letter/email detailing issue or incident addressed to school administrator or classroom teacher.

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

No member of the Edgewater Elementary 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 Edgewater Elementary School staff will be committed to *a policy of involved action* with respect to acts of violence or bullying or reports of said acts. All acts or reports will be investigated.
- An Edgewater Elementary School 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, student is not referred to administration, but a brief report is sent to the principal (via email). However, an intervention report **must be filed and submitted to 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 school principal (or his/her delegate), police intervention may be requested.

- Any Edgewater Elementary School student who witnesses an incident of violence or bullying is expected to report the incident to the appropriate staff member in the school using the established protocols (as per Section 4 of this plan).
- Any member of the Edgewater Elementary School Parent Community who is witness to an act of bullying or violence should report that incident directly to the school administration. The steps that are undertaken include investigation of the report, appropriate measures and required follow-up as per Section 4 of this plan.
- Note: All Edgewater Elementary School reports regarding incidents of violence and/or bullying must be forwarded to the appropriate Regional Director in cases where students are suspended as a consequence of their actions.

#### **6. Measures to Protect Confidentiality:**

Edgewater Elementary School will maintain fair, accurate and confidential records of each reported incident of bullying or violence. 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. Edgewater Elementary School will keep these records confidential and secure so as to protect all parties.

Proposed Steps:

- The Edgewater Elementary 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 principal.
- The above named reports will be kept in a distinct file, separate from the Cumulative File or Confidential File of an individual student.
- Members of the Edgewater Elementary School Community agree that in all cases involving minor students, information shared should be on a need to know basis only.
- All parties acknowledge that Edgewater Elementary 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 Measures for Victims, Witness, and Perpetrator:**

All members of the Edgewater Elementary 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 5 of the plan.

#### Proposed Steps (Victim):

- A staff member will determine the severity and frequency of the incident (s) through a discussion with the student.
- An Edgewater Elementary School staff member, designated by the principal, 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 “victim” will NEVER be required to meet with, or discuss the purported bullying with the alleged “aggressor”.
- 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 LBPSB Student Services Department or through outside referral will be requested when deemed appropriate. Such referrals could include:
  - school social worker
  - CISSS referral for victim services.
  - School-level social skills group.
  - Referral to an outside agency for support or services if such services are deemed warranted.
  - 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 timely feedback from the intervening adult figure.

#### Proposed Steps (Bystander/Witness):

- Following the incident, an intervention may be held with any bystanders/witness to determine their role in the incident. If the incident witnessed is severe, bystanders/witnesses are met and debriefed, to discuss their role and to determine more appropriate actions in the future. In all cases, students should be separated and interviewed individually.
- Consequences are applied, if appropriate for students that are actively involved in encouraging the incident. Parents will be contacted if necessary.

#### Proposed Steps (Perpetrator):

- The initial intervention with the perpetrator is managed by the Edgewater Elementary School staff member who intervened and the incident is immediately reported to the office.
- The bullying/violence report is made to the office with the expectation of a follow-up investigation. Once an investigation has been completed and the incident is confirmed to be



bullying and/or violence, the Edgewater Elementary School 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. The expectation in all cases where bullying is suspected is that the parents of the alleged perpetrator(s) will take the school's concerns seriously and respect the decisions made by the administration team regarding consequences and follow-up.
- Edgewater Elementary School may refer the perpetrator and his/her parents to support services available to the school. Parents equally have the right to request assistance from Board support services.
- Therapeutic interventions provided by the school may include, but are not limited to:
  - Referral to an outside organization for support (CISSS)
  - Referral to REACH
  - Social Skills groups
  - Temporary or permanent placement in alternate class in school
  - Home schooling for a period to be determined by the school
  - FSSTT Type II Consultation
  - Intervention of CISSS Social Worker

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

The Edgewater Elementary School Community will apply fair, consistent and appropriate sanctions in all cases where it has been determined that acts of bullying or violence have taken place. The goal of these sanctions is rehabilitation and reintegration, but safety of the school community is always the top priority.

Proposed Steps:

- The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. The adult will decide if further follow-up is required. If no other follow-up is necessary, an email report will be sent to the Principal. Or upon evaluation, the adult may decide that further intervention is required. The steps outlined in APPENDIX ONE, the Edgewater Code of Conduct, will then be applied.

*Consequences may include:*

- Shadowing during unstructured time (recess and lunch). The supervision plan may include a gradual return of free time (e.g. 5 minutes each day) if warranted.
- Detention / reflection time
- Loss of basic school privileges (lunch hour, recess) for a designated length of time.
- In-school suspension supervised by Edgewater Elementary School personnel.

- Referral for anger management program
- Restorative Justice
- Community Service either inside or outside of the school setting.
- Out of school suspension with required intake meeting with parents prior to return.
- Recommendation to move the student to another school or to expel from the Board.
- Involvement of the Police.
- Loss of special school privileges, extra-curricular activities, field trips, etc.
- Cours a domicile / Home Study
- Referral for outside services

- **In cases where the aggressor/perpetrator's behaviour unequivocally and unambiguously meets all of the criteria indicated in this policy's definition of bullying, jeopardizing the safety, security and rights of another member of the Edgewater School community, a clearly articulated progression of consequences will take place:**

- 1st Offense: Warning plus consequences plus FSSTT intervention (teaching/modelling more appropriate behaviour)
- 2nd Offense: the student is suspended (either in school or out of school, depending on severity of offense); a mandatory meeting takes place with parents. A plan is drawn up with school and parent input to set the parameters for acceptable behaviour in future and put supports in place. A behaviour contract is created.
- 3rd Offense: 3 – 5 day suspension, referral to outside services, follow-up meeting with parents. Removal of free time privileges to ensure safety of other children.
- 4th Offense: Alternative arrangements made for schooling, ie. Shortened day, home schooling, end of day tutoring, special hospital program, or expulsion.
- 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 shall be aligned with the tenets of the LBPSB Safe and Caring Schools Policy.*

## **9. Required Follow-Ups:**

The Edgewater Elementary 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. These measures are 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:

- Edgewater Elementary School commits to 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.
- Edgewater Elementary School will not be indifferent to instances where **witnesses** become **bystanders** to acts of violence or bullying and fail to intervene or report such incidents to an adult in the building. In such cases, Edgewater Elementary School commits to making the bystander aware of the school's expectations and his/her responsibility to intervene or report in such circumstances.
- Edgewater Elementary School will meet with the **perpetrator** and his/her parent to discuss possible further sanctions and further consequences if another act occurs. The contents of this meeting will be documented and recorded for future reference if necessary.

- Official reporting forms will include a “date of follow-up” box which will indicate a date on which issue will be revisited by principal or his/her delegate for confirmation that problem is resolved.
- A summary report of the incident and follow-up measures taken will be sent to the Director General or his/her delegate.