



Anti-Bullying and Anti-Violence Plan

2016-2017



St. Patrick Elementary 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 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.

Governing Board Approval (October 5, 2016)

Updated: October 2016

1. Analysis of the School's Situation:

The St. Patrick Elementary 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, St. Patrick Elementary 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 Steps

- St. Patrick Elementary will poll the student population twice per year (November/April) 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.
- St. Patrick Elementary will commit to conducting the Staff Survey on Safe and Caring Schools with the support of the Student Services Department of the LBPSB.
- St. Patrick Elementary commits to having standard written reports completed by staff and parents regarding reported incidents of violence or bullying.
- St. Patrick Elementary 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.
- St. Patrick Elementary will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.

2. Prevention Measures:

The St. Patrick Elementary 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 St. Patrick Elementary 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.
- St. Patrick Elementary is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- St. Patrick Elementary will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs may include:
 - Kids in the Know
 - Peaceful Schools Initiative
 - 2nd Step Social Skills program
 - The Growing Up Wise Program
 - Dare to Care bullying prevention program
- St. Patrick Elementary 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.
- St. Patrick Elementary 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.
- St. Patrick Elementary 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 St. Patrick Elementary 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, parent, 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

- St. Patrick Elementary shall review the LBPSB Anti-Bullying, Anti-Violence policies on an annual basis. A permanent link to this document will be maintained on the St. Patrick Elementary website.
- St. Patrick Elementary will commit itself to including references to anti-bullying/anti-violence themes at gatherings such as Curriculum Night, Report Evenings, School Play, etc.
- The St. Patrick Elementary 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 school so chooses.
- St. Patrick Elementary 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, St. Patrick Elementary may choose to present parent information sessions on specific topics of bullying and violence.
- St. Patrick Elementary will share anti-violence/anti-bullying strategies at parent meetings with classroom teachers and discuss current classroom practices with respect to this plan.
- St. Patrick Elementary 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, St. Patrick Elementary 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: 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. For students with behavioural challenges, call home when positive behaviours are seen.

4. Procedures for Reporting:

All members of the St. Patrick Elementary 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)

- St. Patrick Elementary will work to provide the utmost care when ensuring 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 St. Patrick Elementary student who witnesses an act of bullying or violence is responsible to tell a staff member at school, and an adult at home so as to allow those adults to follow-up with reporting as they see fit and necessary.
- Teachers at St. Patrick Elementary shall set aside time regularly in a designated class where discussions around bullying will take place.
- St. Patrick Elementary 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 St. Patrick Elementary 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, their designate or classroom teacher. This contact and subsequent follow-up will be documented by St. Patrick Elementary personnel.
- 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 ensure confidentiality of parties involved.
- St. Patrick Elementary invites the following forms of contact from parents:
 - Direct phone call or email to school administrator.
 - Letter 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 St. Patrick Elementary 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 St. Patrick Elementary 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 St. Patrick Elementary 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. 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 in the form of a 911 emergency call or a call for support from the school's Socio-Community Officer.
- A St. Patrick Elementary student may intervene if the situation does not threaten his /her well-being and/or may choose to seek the assistance of a staff member.
- Any St. Patrick Elementary 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 4 in this plan).
- Any member of the St. Patrick Elementary parent who is witness to an act of bullying or violence is obliged to report that incident directly 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 St. Patrick Elementary 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, St. Patrick Elementary 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. St. Patrick Elementary 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 St. Patrick Elementary anti-violence/anti-bullying plan will be reviewed annually and all staff are 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 or his/her delegate.
- 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 St. Patrick Elementary Community agree that in all cases involving minor students, information shared should be on a need to know basis only.
- All parties acknowledge that St. Patrick Elementary 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, Witness, and Perpetrator:

All members of the St. Patrick Elementary 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):

- An adult 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 adult staff member with whom the student is comfortable talking.
- A St. Patrick Elementary 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 or make a CSSS referral for victim services.
- The St. Patrick Elementary team may suggest the involvement of the victim in a social skills group.
- The St. Patrick Elementary team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The St. Patrick Elementary 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 that are actively involved in encouraging the incident.
- St. Patrick Elementary 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 Steps (Perpetrator):

- The initial intervention with the perpetrator is managed by the St. Patrick Elementary 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 follow-up investigation. Once an investigation has been completed and the incident is confirmed to be bullying and/or violence, the St. Patrick Elementary 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.
- In cases where it is deemed necessary and appropriate, St. Patrick Elementary may refer the perpetrator and his/her parents to support services available to the school.
- St. Patrick Elementary is responsible to inform parents of their right to request assistance from the designate of the School Board for referral to support services.
- It is expected that following any intervention, the perpetrator must report to principal or designate 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 St. Patrick Elementary may include a therapeutic intervention as a means of support. Such interventions may include:
 - Referral to an outside organization for support (CSSS)
 - Referral to REACH
 - 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 St. Patrick Elementary 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.

Proposed Steps:

- The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. Adult decides no further follow-up is required. A report goes to the Principal.

- St. Patrick Elementary 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.
- St. Patrick Elementary staff member may request that the perpetrator is sent to the office or other 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.
- St. Patrick Elementary may implement a structured supervision plan of the perpetrator during free time where he/she is shadowed/monitored in his/her actions. This supervision plan will include a gradual release back of free time (e.g. 5 minutes each day) depending upon the perpetrator's conduct during the supervised periods.
- In-school suspension supervised by St. Patrick Elementary personnel.
- Referral for anger management program.
- Restorative Justice.
- Community Service either inside or outside of the school setting.
- Out-of-school suspension.
- 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.
- Loss of recess/lunch privileges.
- Reflection Time.
- Out-of-school suspension.
- Resource Support.
- Loss of school privileges, extra-curricular activities, attendance at outside events, etc.
- Cours a domicile / Home Study.
- Referral for outside services.

Clearly articulated progression of consequences: 'NO-NONSENSE PROCEDURE'

- **STEP 1:** The individual caught bullying sits down with the "adults in charge" (teacher, administrator, **supervisor**) to talk about the incident and review the **discipline** policy.

Consequence and caring **behaviour** are determined and homeroom teacher is advised. Incident is documented.

- **STEP 2:** Bully, “**adult in charge**” and homeroom teacher sit down and discuss incident and review discipline policy again. Consequence and caring **behaviour** are determined. Parents are contacted and informed of the **behaviour** and the consequence. Both student and parents are made aware of the next step. Incident is documented.
- **STEP 3:** Student, teacher, administration and parents meet and discuss consequences and caring behaviour. Parents, teacher and administration are involved in the follow-up and the final warning is issued. (Police are included if **behaviour** is severe and charges can be laid). Incident is documented.
- **STEP 4:** Student is removed from the school.

•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 in alignment with the LBPSB Safe and Caring Schools Policy.

9. Required Follow-Ups:

The St. Patrick Elementary 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:

- St. Patrick Elementary 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, St. Patrick Elementary commits to a follow-up discussion with any **witness** supporting the action taken by witness if a report was made.
- St. Patrick Elementary 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, St. Patrick Elementary commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.

- St. Patrick Elementary 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.
- 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 are sent to the Director General or his/her delegate.

ST. PATRICK ELEMENTARY SCHOOL - CODE OF CONDUCT

Discipline with Dignity

“Discipline is a noun, something all children should possess. Discipline is not a verb, something we do to children.” Maria Montessori

At St. Patrick Elementary School, maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline comes from the belief that teaching individuals to take responsibility for their behaviour is more motivating in creating behavioural changes than teaching individuals to be obedient in order to avoid punishment.

At St. Patrick Elementary School, we believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behaviour, their choices, and their impact on others while still maintaining their dignity.

UNACCEPTABLE BEHAVIOURS

Unacceptable behaviours are those that interfere with the safety and well being of ALL staff and students, in school, during any school sponsored event or field trip, on the bus or in social media: they include all aspects of bullying.

Physical Aggression:

Pushing, grabbing, hitting, pinching, spitting, tripping, etc.

Social Alienation:

Gossiping, embarrassing others, ethnic slurs, excluding from a group, etc.

Verbal Aggression:

Mocking, put downs, swearing at others, etc.

Intimidation:

Threatening others to do something, threatening with a weapon, playing a dirty trick, etc.

Sexual Harassment:

Remarks, gestures, or actions of a sexual nature.

Cyber Bullying:

Using the Internet to bully another student by means of email, chat rooms, etc.

BULLYING IS DEFINED AS:

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels that they can't defend him/herself.
- When a person, who is the target, may feel embarrassed, hurt, scared and/or angry.
- Law 19 amended the Education Act to state that Bullying is defined as:

“A repeated direct or indirect behaviour, 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”

<http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=5&file=2012C19A.PDF>
paragraph 2.1.1; downloaded Nov. 12, 2012)

MINOR INFRACTIONS:

- Name calling
- Ignoring the bell
- Leaving school boundaries
- Neglecting to show appropriate hallway/assembly behaviour
- Displaying disrespectful behaviour
- Late for school/class
- Littering
- Throwing objects
- Inappropriate dress
- Not signing out
- Eating in hallways
- Wearing headgear in school
- Going to parking lot at break

CONSEQUENCES

- Virtues worksheet
- Verbal reminder
- Student removed from situation
- Recess or noon hour detention
- Child phones home and explains
- Community service (yard clean up)
- Note in agenda
- Parent called

CARING BEHAVIORS

- Walkout (virtues activity)
- Note of apology/spoken apology
- Written reflection about incident
- Teaching opportunity (student prepares lesson for younger students)
- Community service
- Project

MAJOR INFRACTIONS

- Fighting
- Bullying

- Smoking
- Alcohol or drug use
- Vandalism
- Theft/Extortion
- Swearing
- Repetitive minor infractions (3/month)
- Disrespectful behaviour
- Bus report
- Threats
- Anything that compromises the safety of others and self
- Others

CONSEQUENCES

- Administrative involvement
- Parents informed by phone, email or letter
- Service project
- Walkout (virtues activity)
- Virtues worksheet
- Detentions at recess, noon or after school
- Loss of privileges
- In-school suspension
- Out of school suspension
- Child phones home
- Documentation in cumulative file
- Police involvement

CARING BEHAVIORS

- Walkout (virtues activity)
- Note of apology/spoken apology
- Written reflection about incident
- Teaching opportunity (student prepares lesson for younger students)
- Community service
- Project



St. Patrick Elementary School