

Terry Fox School

2018-2019

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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Sophie-Lyne Pare
Governing Board Chair

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Principal

1. Analysis of the School's Situation:

The Terry Fox Community pledges its support for the position of the Lester B. Pearson School Board's Policy on Safe and Caring schools with respect to school safety and security. To that end, Terry Fox 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

- Terry Fox will poll the student population 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.
- Terry Fox will commit to conducting a Staff Survey on Safe and Caring Schools with the support of the Student Services Department of the LBPSB.
- Terry Fox commits to having standard written reports completed by staff, students and parents regarding reported incidents of violence or bullying.
- Terry Fox 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.
- Terry Fox will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.
- Terry Fox commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's Strategic Plan and to including a section on outcomes in its Annual Report.

2. Prevention Measures:

The Terry Fox Staff 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 Terry Fox 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.

Terry Fox is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.

Terry Fox shall set aside class time every two weeks, committed to working on the WITS program.

Terry Fox will continue to implement programs and activities related to anti-violence and anti-bullying over the course of each school year. These programs may include:

- AMCAL
- Peaceful Schools Initiative
- TF Student Mentoring program
- Peer Mediation
- Implementation of WITS
- Care box
- Helping Hands program
- Workshops on transition to high school offered by the school social worker
- School Nurse Programs Big Brother – Big Sister
- Referrals to community organizations who can support students and families
- Buddy classes activities
- Transitions activities between grades of cycle 3

Terry Fox will survey students and staff regularly to determine where the 'hot spots' for bullying and violence are located, resulting in "increased" more vigilant adult supervision in these areas.

Terry Fox 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

Terry Fox will engage in ongoing student/teacher/staff/Governing Board discussion sessions on bullying prevention.

Terry Fox commits itself to including messages regarding anti-violence and anti-bullying during student assemblies and/or during guests 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 Terry Fox Community includes parents and volunteers and as a consequence, it is understood that they are all 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

- Terry Fox shall review and post the Anti-bullying, Anti-Violence Plan each year
- A permanent link to this document will be maintained on the Terry Fox website.
- Terry Fox will include references to anti-bullying/anti-violence themes at gatherings such as Curriculum Night, Report Evenings, etc.
- The Terry Fox Code of Conduct will be distributed annually to members of the school community (i.e. agenda - handbook). Parents and students will sign it to show their commitment to respecting the code of conduct.
- Terry Fox 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, Home and School or Parent Participation Organization, Terry Fox will host parent information sessions on specific topics of bullying and violence or Internet safety. This can be done in collaboration with other schools to ensure a better attendance.
- Terry Fox will share anti-violence/anti-bullying strategies at parent meetings with classroom teachers and discuss current classroom practices with respect to this plan.
- Terry Fox 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, Terry Fox commits to periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.
- Terry Fox will work to establish partnerships with parents of students with behavioural difficulties: the Principal/teacher may make an initial contact at the beginning of the year to meet and discuss how 'we' can work together to help the student enjoy a successful school year. For students with behavioral challenges, teachers will acknowledge positive behaviors and make parents aware via a note in the agenda or an e-mail

4. Procedures for Reporting:

All members of the Terry Fox 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)

- Terry Fox guarantees 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 Terry Fox 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.
- Terry Fox will provide a locked box; the Care Box where students can submit written communication with school staff regarding issues of bullying or violence. Students are required to sign their name to allow for follow-up.
- At Terry Fox 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 Terry Fox 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 Terry Fox 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 insure confidentiality of parties involved.

Terry Fox invites the following forms of contact from parents:

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

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

No member of the Terry Fox 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 Terry Fox 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 Terry Fox 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.
- A Terry Fox 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 Terry Fox 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 Terry Fox Parent Community who is witness to an act of bullying or violence is expected 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.

Terry Fox will maintain a red/yellow card system used by teachers, aides and daycare staff;

Yellow card incidents are considered minor and are only reported to school administration in the event of repeated offenses. Details of the incident and intervention of the teacher are recorded on the yellow card for future reference if necessary

Yellow card reports are sent home with student for reflection along with parents, then signed and returned to classroom teacher.

Red card incidents are considered more serious and imply the involvement of the school administration. Details of the incident and intervention are recorded on the red card for future reference.

Red cards must be signed and returned to Principal after appropriate home reflection with parents has been carried out.

Note: All Terry Fox 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, Terry Fox 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. Terry Fox is committed to keeping these records confidential and secure so as to protect all parties regardless of their role in the incident.

Proposed Steps: school principal or his/her delegate.

- The Terry Fox anti-violence/anti-bullying plan will be reviewed annually and all staff is 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 or 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 Terry Fox Community agree that in all cases involving students, information shared should be on a need to know basis only.
- All parties acknowledge that Terry Fox 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 Terry Fox 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 Terry Fox 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.

In any circumstance, the Terry Fox team may suggest:

- A referral to an outside agency for support or services if it feels such services are warranted. Example; AMCAL family services.
- A specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board.
- A Referral for counseling through the LBPSB Student Services Department or through outside agencies will be requested when deemed appropriate.
- A social skills group for the victim to be involved in.

The victim will be engaged in discussion or follow-up meetings with their support contact to ensure establishment of a sense of security.

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.

In cases where it is felt the situation has not been resolved at the school level, the school board may be contacted for further guidance.

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.

Terry Fox 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 Terry Fox 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 Terry Fox 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, Terry Fox may refer the perpetrator and his/her parents to support services available to the school.

Terry Fox 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 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 Terry Fox may include a therapeutic intervention as a means of support. Such interventions may include:

- Referral to the school resource team
- Support in resource room
- Support from the school behavior technician
- Referral to an outside organization for support (CSSS)
- Intervention of CSSS Social Worker
- Referral to REACH
- Referral to SNAP
- Referral to AMCAL
- Referral to an outreach program
- Recommending a social Skills program
- Temporary or permanent placement in alternate class in school

8. Disciplinary Sanctions:

The Terry Fox 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 Steps:

The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. Adult may intervene and decide no further follow-up is required. A report still goes to the Principal. Parents will be informed if the incident is deemed to be an act of bullying or violence.

Terry Fox staff member may request that the perpetrator be sent to the office or other designated area while the initial investigation of the incident is being carried out.

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.

Terry Fox may plan for supervision of the perpetrator during free time where he/she is shadowed and actions monitored during recess or lunch. 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.

Other possible measures may be applied:

- Behavior report sent home; red card
- Parent informed and meeting set up
- Loss of recess/lunch privileges
- Reflection Time
- Resource Support
- Loss of school privileges, extra-curricular activities, attendance at events (in or out of school)
- Community Service inside of the school setting.
- Referral for outside services
- In-school suspension supervised by Terry Fox personnel.
- Bus privileges may be suspended or removed
- Daycare services may be suspended or denied
- Out-of-school suspension with re-entry meeting with parents and student. A plan may be created for the student and agreed to by all. Teachers and staff implicated would be informed of the plan.
- Out of school suspension with progressive return
- Referral to outside services
- Cours à domicile / Home Study
- Recommendation to move the student to another school or to expel from the Board.
- Involvement of the Police.

**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 Terry Fox 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:

Terry Fox 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, Terry Fox commits to a follow-up discussion with any witness supporting the action taken by witness if a report was made.

Terry Fox 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, Terry Fox commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.

Terry Fox 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.

One or more follow-up meetings will take place and be documented to ensure that the problem is resolved.

A summary report of the incident and follow-up measures taken are recorded in ISM when deemed necessary.