



**ANTI-BULLYING AND ANTI-VIOLENCE PLAN  
2019-2020**



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

School: Mountainview School

Anti-Bullying and Anti-Violence Committee Struck (Date): March 2020

Anti-Bullying and Anti-Violence Committee Chairperson: \_\_\_\_\_

**Member**

**Role**

Sophie Lapointe	Principal
Brigitte Mital	Staff Assistant
Valerie Gendron	Teacher
Mélanie Jean	Teacher
Donna Campbell	Daycare
Nadine Levesque	Daycare
Nathalie Hill	School Technician

AB-AV Plan Presented to Governing Board (Date): 24 mars 2020

AB-AV Plan Approved by Governing Board (Date): 24 mars 2020

Parent Explanatory Document Distributed (Date): avril 2020

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*Principal ( Signature)*

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*Governing Board Chairperson (Signature)*

**School Portrait** (e.g. demographics, geographical area, student population, any specialized programs or unique characteristic, baseline status at the school with respect to bullying and violence, key TTFM survey data).

Mountainview School is a community school located in Otterburn Park. The school population is about 270 students that come from different municipalities in the area (inner city and village). It offers a French Immersion and an English Program. The population has been increasing over the last few years. Mountainview School is served by the RVCLC (Richelieu Valley Community Learning Center). The collaboration with the RVCLC is helping the link between the school and the Anglophone population in the area.

In the area of student safety, we are focused on two aspects. Firstly, we look at violence in the school yard and secondly at bullying in all its forms. Data that we have comes from the Ourschool Survey (Tell them from me survey), the Codes of conduct and tracking sheet system. We are intervening in the cases that could lead to bullying and follow up on incidents. Effective supervision as well as well-timed interventions by classroom teachers and the school administrators has proven to be effective in reducing this element.

We must do everything we can to reduce bullying (intimidation). This is also in line with the law (Bill 56) that asks every school to focus attention on this issue. Mountainview has created a specific plan of action to this effect.

The data from the Ourschool survey will show us where we need to put emphasis in order to reduce the number of incidents and anxiety linked to these events. Grade 4, 5 and 6 will answer questions regarding feeling safe at school, the sense of belonging and bullying. However, we have noticed in the last few years that students have sometimes a different interpretation of bullying depending on their experience and what they hear. We need, as a team, to have an open communication with all parties, including parents. To have a common understanding of bullying, ways or reporting and the context of the different situations that occur will help all parties to resolve incidents. We have to make sure that students and adults really understand the definition and also create a culture that permits students to speak out better about what they are living. We have implemented a tracking system of issues that helps us decide what level of consequences students should have and it gives us a better portrait of the students. This code of conduct system and tracking is reviewed at the end of every school year.

Finally, we would like to also focus on Self-esteem. We have monthly Success Assemblies that focus on positiveness and rewards students for their good behaviors. Furthermore, students caught doing something good (Bonne Action) receive tokens and sign the Gold book.

This plan is made for every student attending Mountainview School. It is applied in Daycare and on buses also.



**BULLYING:** Refers to any 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 injuries, hurts, oppresses, intimidates or ostracizes.

**VIOLENCE:** Refers to any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injuries, hurts, or oppresses a person by attaching their psychological or physical integrity or well-being, or their rights or property.

1. **Analysis of the situation** at our school with respect to bullying and violence

**Practices in our School**

- Have students in grade 4, 5 & 6 fill in the TTFM: Use of the *Tell Them From Me* survey once a year to identify the student perception of bullying. The survey establishes the situation, and allows for the implementation of actions and strategies.
- Share the TTFM survey results with students, parents and school team to give us feedback and more detailed information.
- Use of the incident report forms (Code of conduct\*) is strongly suggested when an incident occurs, to all the school staff.
- Record all potential violence and intimidation situations
- Organize tracking sheets of incidents in a binder in every classroom.
- Track all in-school and out-of-school suspensions and expulsions related to bullying and violent behaviour. All suspension letters are sent to the Director of Education Services.
- Analysis of the situation, targets, actions, strategies and monitoring mechanisms are described in the school MESA. Results are indicated in the Report on the MESA.
- Fill in RSB tracking sheet when appropriate and send in to the Director of Educational Services.
- Monthly statistical analysis of incidents
- Class Dojo in most of the classrooms

\*Explanation of the Code of Conduct system: A C of C is an administrative discipline report. It is given to students when there is an incident that occurs. The C of C given is always discussed with the student, a consequence is given and it has to be signed by the school staff member, the parents and the student. A reflection has to be made by the students and he/she is accompanied to find a way to help resolve the problematic situation (geste de reparation).

2. **Preventative measures** to put an end to all forms of bullying and violence in particular those motivated by racism or homophobia or targeting sexual orientation, sexual identity, a handicap or a physical characteristic.

#### Practices in our school

- *Direct all parents and staff to the RSB Policy to Maintain a Safe, Respectful, and Drugfree Environment.*
- *Place posters related to the policy in visible areas of the school such as by the office, near the entrances, etc.*
- *Implementation* of related curriculum such as *Common Sense Media resources, Second Step, Steps to Respect, Focus on bullying* etc through Ethics course.
- *Teach* students, parents and staff the different definitions as well as roles and responsibility (victim, bystander, witness, etc) through assemblies and meetings.
- *Review* students surveys and referral from the staff to determine where the ‘hot spots’ are for bullying and violence are located, resulting in increased adult supervision in these areas at the monthly school meeting.
- *Consider* presentations by outside organizations through RVCLC, Maison Jean-Lapointe, community police, Dynamix, Geordie Productions,...
- *Encourage* open discussions during GB and staff meetings.
- *Increase* effectiveness school yard supervision by teachers, attendants and technicians through discussion, workshops, etc.
- *Ensure* buy in from all employees and Governing Board to support the plan.
- *Send* referrals to CISSS to have an in –school social worker to work with victims, perpetrators and bystanders.
- *Discuss* about Code of Conduct in the classrooms with students to ensure the understanding.
- *Read* books to students about bullying.
- *Role playing* about bullying.
- *Recognize* good behaviors and give certificates during monthly assemblies.
- *Give* tokens for students being caught doing something good.
- *Students sign* the Gold Book and get a reward when they have 3 tokens.
- *Wear* yellow suspenders to ensure visibility in the school yard.
- *Promote* positive, good behaviors and accomplishments through the School Facebook page.
- *Organize* social groups with behavior technician.
- *Organize* student led activities in gym during lunch time.
- *Offer* different lunch time clubs.
- *Proactive* supervision: walking in the designated zone, always keep an eye on students in the zone, ...
- ***Reward*: whole school activity for those with no Code of Conducts**

3. **Measures to encourage parents** to collaborate in prevention and elimination of bullying and violence and in creating a healthy and secure environment.

#### Practices in our School

- Review the Anti-bullying, Anti-Violence document each year and ensure that it is distributed to parents. Ex: addressed at the GB meetings, “Meet the Teacher’ time, or a kiosk could be set up at teacher interviews, payment of fees, report cards, school plays, etc.
- Post information or links on the school board website (including Mountainview) with relevant parent information. E.g. Symptoms that a child is being bullied, how to talk with their child about the situation, how to help your child if they have witnessed bullying, Internet Safety, cyber-bullying, etc.
- Organize parent information sessions on specific topics of bullying and violence (Regionally through the RVCLC).
- Ensure continue communication between Principals and the parents of children who are being bullied and those who engage in bullying behaviours, until complete resolution of the problem. Additionally, periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.
- Encourage parents to discuss and sign the Code of Conducts that their child receives to help the student’s reflection about the inappropriate behavior.
- Inform parents when bullying topics are discussed at school. They are encouraged to have a follow up discussion with their child at home.

4. **Procedures for reporting or registering a complaint** concerning an act of bullying or violence and more particularly, procedures for reporting the use of social media or communication technologies for cyber-bullying purposes.

<b>Practices in our School</b>
<b>Students</b>
<ul style="list-style-type: none"><li>• Guarantee of confidentiality when reporting.</li><li>• Any student who witnesses an act of bullying or violence must tell a staff member at school, and should tell an adult at home (if adults have been advised of procedures, they will know how to proceed).</li><li>• Verbal report to staff. All staff must further document this and follow-up as needed.</li><li>• Email to the appropriate person to report on bullying or violence.</li><li>• Code of conduct is filled out by school staff member (copies are kept at school).</li></ul>
<b>Parents</b>
<ul style="list-style-type: none"><li>• When parents are told of a bullying situation or act of violence, they must contact the school Principal, their designate or classroom teacher. This contact and follow-up must be documented. Following the investigation, the parent should be contacted, told that the situation is being investigated and appropriate action(s) is underway. Details are not given in order to maintain confidentiality.</li><li>• Possible forms of contact from parents:<ul style="list-style-type: none"><li>• Phone call</li><li>• Letter</li><li>• Email</li></ul></li></ul>

5. **Actions to be taken** when a student, teacher or other school staff member or any other person observes an act of bullying or violence.

**Practices in our School**

- A student or staff member must respond to the situation.
- 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.
- The student involved in the bullying and/or violent behaviour may be sent directly to the office, depending on the severity of the incident. In serious situations, the Principal is notified immediately and at the discretion of the staff member, 911 may be called.
- Depending on the severity of the incident, the adult involved may investigate the situation and impose a consequence. A follow-up report is sent to the Principal or designate.
- The student who witnesses an incident must report the incident to the appropriate staff member in the school using the established protocols (refer to 4 in this Plan).

6. **Measures to protect the confidentiality** of any report or complaint concerning an act of bullying or violence.

**Practices in our School**

- It is important to note that in order to respect confidentiality, only information pertaining to one's own child will be released. Information pertaining to the other parties will not be shared.
- The plan is reviewed a minimum of once per year and all staff are reminded that every incident and the follow-up must be kept confidential.
- The Anti-Bullying and Anti-Violence Plan is revised and read by all staff indicating their commitment and adherence to the Plan.
- Reports of bullying and/or violence are kept **at the office** or designated site on the Internet.

7. **Supervisory or support measures** for any \*student who is a victim of bullying or violence, for a witness and for a perpetrator

### Practices in our School

#### Victim

- An adult will determine the severity and frequency of the incident (s) through the Code of Conduct tracking and a discussion with the student. The adult may be the classroom teacher, administrator or another adult with whom the student is comfortable talking.
- Conduct follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student (all meetings are documented in writing). These meetings may be held with the behaviour technician, social worker, teacher and/or the administration, including at least one adult that the victim is the closest to.
- Appropriate school staff members are made aware of the incident to ensure that the student is safe.
- Parents are informed immediately following the incident and regularly updated until the situation is resolved. Referral for counselling is requested when appropriate.

\*In the event of an incident involving the bullying of a student by an adult, the incident must be reported immediately to the Principal who will contact the Director of Educational Services and/or the Director of Human Resources. Refer to page 10 of the Policy on Maintaining a Safe, Respectful and Drug-Free Environment in Schools.

#### Bystander

- Following the incident, a discussion is held with any bystanders to determine their role in the incident in the presence of appropriate staff member. 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.
- Phone call home when appropriate.
- Conduct follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student (all meetings are documented in writing). ). These meetings may be held with the behaviour technician, social worker, teacher and/or the administration, including at least one adult that the victim is the closest to.

7. **Supervisory or support measures** for any student who is a victim of bullying or violence, for a witness and for a perpetrator

<b>Practices in our School</b>
<b>Perpetrator</b>
Depending on the severity of the incident: <ul style="list-style-type: none"><li>• Managed by the staff who intervened and the incident is reported to the office.</li><li>• The adult who intervenes or adult who is told of an incident fills in a Code of Conduct sheet and give it to homeroom teacher/administration (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 Principal or delegate meets with the perpetrator. The perpetrator already knows about the report (Code of Conduct sheet), discusses the incident and is given a consequence.</li><li>• An adult who is told of an incident fills out a report (C of C sheet) which is given to the office.</li><li>• 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.</li><li>• The parents are informed of their right to request assistance from the person designated by the School Board (Bill 56 Section 11).</li><li>• Conduct follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student (all meetings are documented in writing). ). These meetings may be held with the behaviour technician, social worker, teacher and/or the administration, including at least one adult that the victim is the closest to.</li><li>•</li></ul>
<b>IN ALL CIRCUMSTANCES, THE PRINCIPAL MUST BE INFORMED OF EACH AND EVERY INCIDENT</b>

8. **Specific disciplinary sanctions** for acts of bullying or violence, according to their severity or repetitive nature. (Ref. RSB Policy on Bullying and Violence).

<b>Practices in our School</b>
<b>Minor Incidents</b>
<ul style="list-style-type: none"><li>• Discussion with student about the incident.</li><li>• 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.</li><li>• Supervision of the perpetrator during free time; i.e. must be shadowed by a supervisor during recess and at lunch time.</li><li>• Depending on the frequency, the adult decides if detention of the perpetrator is needed: 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. Gradually earns back free time.</li></ul>
<b>Moderate Incidents</b>
<ul style="list-style-type: none"><li>• Discussion with student about the incident.</li><li>• Discussion with the adult who witnesses or is told of the incident. A report goes to the principal (C of C or incident tracking sheet).</li><li>• Perpetrator is immediately sent to the office or other designated area.</li><li>• Loss of privileges (lunch hour, recess).</li><li>• Supervision of the perpetrator during free time; i.e. must be shadowed by a supervisor during recess and at lunch time. Gradually earns back free time (e.g. 5 minutes each day).</li><li>• Contact the parents.</li></ul>
<b>Severe Incidents</b>
<ul style="list-style-type: none"><li>• Discussion with student about the incident.</li><li>• Discussion with the adult who witnesses or is told of the incident. A report goes to the Principal (C of C or incident tracking sheet).</li><li>• In-school suspension.</li><li>• Out-of-school suspension with re-entry meeting with parents and students. A plan is developed for the student and agreed upon by all. Implicated teachers and staff are informed of the plan.</li><li>• Contact parents.</li><li>• Recommendation to move the student to another school or to expel from the Board.</li><li>• Involvement of the police.</li></ul>

9. **Required follow-up on any report or complaint** concerning an act of bullying or violence. (Ref. RSB Policy on Bullying and Violence).

#### **Practices in our School**

- An individual meeting with the victim to determine validity and severity of incident reported; notes are taken.
- Meeting with bystanders to gain further information; notes are taken.
- Meeting with perpetrator to inform him/her of incident reported, to hear the perpetrator's point of view and to apply appropriate consequences; notes are taken.
- Follow-up phone call to parents/guardians to:
  - alert them of the incident and the follow-up provided/to be provided.
  - gather further information.
  - gain parental support.
  - request a meeting, if appropriate.
- Parents are advised of their right to request assistance from the person designated by the School Board for that purpose; notes are taken.
- A summary report of the incident and follow-up measures taken are sent to Mary Williams, Director Educational Services .