



***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 school staff member.

School: COURTLAND PARK INTERNATIONAL

Members

François Couture, Principal

Geoffrey Gaudette, Staff assistant

Laura Sollecito, Teacher

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Parent Explanatory Document Distributed: Fall 2019

François Couture
Principal

Paul Dionne
Governing Board Chairperson

TAKING STOCK OF OUR SITUATION AND BUILDING AN ANTI-BULLYING, ANTI-VIOLENCE PLAN

Our School Portrait

Our mission is to develop lifelong bilingual learners who are internationally minded people, sensitive and proactive to the world around them.

Courtland Park International is an elementary school, serving the areas of St-Basile-le-Grand, Saint-Bruno-de-Montarville, Sainte-Julie, and Carignan-sur-le-Lac. Students from other communities are welcome, when space is available, however transportation is not provided. We strive to instruct, qualify and socialize students from kindergarten to grade 6. No entry exam is required.

We offer our students well-equipped indoor and outdoor facilities which foster participation in many sports and cultural activities both during and after school hours. Daycare services are available before and after school.

The Courtland Park International Team share a commitment to the International Baccalaureate Program (IB) and the Quebec Education Program, both of which are presented in a bilingual format. Students are immersed in both languages in a 5 month/5 month model while receiving the alternate language (English or French depending) one hour a day. Teamwork and collaboration are the keys to our bilingual enriched school culture. Our students are immersed in discovering the world, participating in different units of inquiry, and developing strong literacy, numeracy and social skills.

Parent involvement is essential to the success of our learning community. Our volunteers are active in many ways - library, Governing Board, Parent Participation Organization (PPO), classrooms, and wherever else needed.

Above all is our commitment toward success for all students.

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 (Current and Desired)

- The grades 5 & 6 students complete the *Our School* Survey once a year. It is used to identify the student perception of bullying. The results are shared with the staff and the governing board.
- Incidents are documented by the staff. Follow-up is taken with the students and/or staff concerned. Parents are informed verbally / or in writing, when deemed necessary. A form is used to record the incidents, when deemed necessary.
- Reports (verbal and/or written) are completed by the staff, students and parents. A standard form is used to record complaints.
- In-school and out-of-school suspensions and expulsions related to bullying and violent behaviour are recorded.
- Referrals to the office for bullying or violent behaviours are recorded.
- Given an analysis of the situation, targets, actions, strategies and monitoring mechanisms are described in the school Memo management site. Results are indicated in the Reports on Memo management (GPI Internet).

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 (Current and Desired)

- The Riverside Policy to Maintain a Safe, Respectful and Drug-Free environment in Schools Code of Conduct is accessible to all school members and parents on the school board website. The Riverside code of conduct, as well as the Courtland Park International code of conduct, are discussed and referenced in communications with the school community. The Code states that all students must behave in a respectful manner towards everyone in the school community.
- Chill Zone activities offered to support social skills (Boys Club, Girls Club, etc..)
- Ongoing education of all students and staff regarding bullying and the roles that various individuals play, including the bystander. (Showing anti-bullying clips at assemblies)
- Presentations by outside organizations. (La Maison Jean Lapointe, Police, Missing children Network, police communautaire Ex. Fred l’Imprudent, etc.)
- Promote positive behaviour (gold book, action board, certificates, etc.)
- Based on the nature of previous incidents and/or location, solutions are put forward in order to prevent further incidents.
- School wide activities to promote cooperation (i.e. Monthly Reading Buddies, Leadership program for grade 6 students, volunteer work for grade 6 students, etc.)
- The units of inquiry on Tolerance, Power of Play, Children’s Rights are some units focusing on our students’ wellbeing – They are shared with all the students of the school.

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 (Current and Desired)

- The Anti-bullying, Anti-Violence document is reviewed each year and is distributed to parents. It could also be addressed at the GB meetings, “Meet the Teacher’ time, parent-teacher interviews, etc.
- Information or links posted on the school and school board website with relevant parent information.
- Ongoing communication between the Principal, staff members 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.
- Written and/or verbal communication with parents of victims and bullies in order to ensure parental collaboration.
- Encouraging dialogue between the children and their parents in regards to incidents that occurred on school property by means of a student reflection sheet.
- When a parent is made aware of an incident of bullying or violence by their child, it is strongly suggested that the parent advises the homeroom teacher first and foremost. The principal may also be contacted.

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.

Practices in our School

Students

- Guarantee of confidentiality when reporting.
- Any student who witnesses an act of bullying or violence is responsible to 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).
- If a student provides a verbal report to a staff member(s) concerning a particular incident, the staff member(s) in question must further document this and follow-up as needed.
- Verbal report to staff. All staff must further document this and follow-up as needed.

Parents

- Guarantee of confidentiality when reporting.
- When parents are made aware of a bullying situation or act of violence, they must contact the school Principal 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.
- Possible forms to contact the school:
 - Phone call
 - Letter
 - Email

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 (Current and Desired)

- A student or staff member is responsible to 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, providing that the safety of other students is being met.
- The student involved in the bullying and/or violent behaviour may be sent directly to the office, depending on the severity of the incident. The homeroom teacher will be advised. In serious situations, the Principal is notified immediately and at the discretion of the staff member, 911 may be called.
- When considered necessary, students complete a reflection sheet that is signed by school staff and parents.
- Communication between all parties involved (daycare, administration, staff involved, etc.)
- 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).
- Depending on the severity of the incident, the adult involved may investigate the situation and may impose a consequence. A follow-up report is sent to the Principal.

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

Practices in our School (Current and Desired)
<ul style="list-style-type: none"> • 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. • 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 Anti-Bullying and Anti-Violence Plan is approved by the School Council and the Governing Board. • Reports of bullying and/or violence are kept in a locked filing cabinet.

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 (Current and Desired)
Victim

- An adult 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 with whom the student is comfortable talking.
- Parents are informed as soon as possible following the reporting of the incident.
- 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 principal, the behaviour technician, attendant, daycare staff, social worker, parents and/or teacher they are closest to.
- Appropriate school staff is made aware of the incident to ensure that the student is safe.
- 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. 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.
- Written or verbal communication with parents when appropriate.

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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 (Current and Desired)
Perpetrator

Depending on the severity of the incident:

- Managed by the staff 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. 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 is told of the report, discusses the incident and is given a consequence.
- The perpetrator's parents are informed of the incident and the consequences. The parents may be asked to come to school for a follow-up meeting.
- The parents are informed of their right to request assistance from the person designated by the School Board (Bill 56 Section 11).

IN ALL CIRCUMSTANCES, THE PRINCIPAL MUST BE INFORMED OF EACH AND EVERY INCIDENT

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

Practices in our School (Current and Desired)
Minor Incidents
<ul style="list-style-type: none">• Discussion between the adult(s) who witnesses or is told of the incident and those involved. The adult can then decide that no further actions are compulsory at this point of time. The parents will be notified with a written or verbal communication. A report may go to the principal.• A reflection sheet may be filled out by the student, signed by a staff member and the student's parents.• Supervision of the perpetrator during free time; i.e. must be shadowed by a supervisor during recess and at lunch time.
Moderate Incidents
<ul style="list-style-type: none">• Perpetrator is immediately sent to the office or other designated area.• Loss of : lunch hour, recess, SSIAA tournament, special activities, etc.• In-school suspension.• A reflection sheet will be filled out by the student, signed by a staff member and the student's parents.
Severe Incidents
<ul style="list-style-type: none">• Perpetrator is immediately sent to the office or other designated area.• In-school suspension.• Out-of-school suspension with re-entry meeting with parents and students. A plan is developed for the student. 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.

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 (Current and Desired)

- 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.
- When appropriate, the principal and/or behavior technician will sit down with the concerned parties in order to further discuss the situation at hand.
- 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 (moderate to severe) and follow-up measures taken are sent to the Director General.