



ANTI-BULLYING AND ANTI-VIOLENCE PLAN 2020-2021



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

Heritage Regional High School is the 2nd largest English high school in Quebec with a 1600+ student population. It's geographical zone covers 77 different municipalities including both rural and suburban communities. Our socio-economic ranking is 2, which is considered favourable. Our building is large and provides more space per student than the RSB average (17.4 m² versus 10.8 m²).

Our diverse programmes are a source of pride in our endeavours to better meet students' needs. We offer a post-immersion programme, an international baccalaureate middle years programme, a sports excellence programme, a fine arts focus programme, an iCan technology programme, a modified programme, 15+ programme and CFER programme, in addition to our general education programme. Student life is a major focus within the school.

We continue to work on improving the use of IEPs and the use of modifications and adaptations in the classroom. Professional development sessions have focused on these areas as well as student-teacher relationships. Our attention to the at-risk student has been strengthened with the addition of a social work technician (addictions), a better liaison with the Longueuil police and the effective use of the mesure monies in the area of resource as well as a special community and service suspension alternative project. The alternate programme has also proven to be effective with another pathway being offered to students who have not completed the requirements of secondary 2 and need support to achieve success in high school.

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 attacking 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

- Use of the *Our Schools* survey once or twice a year to identify the student perception of bullying.
- Reports (verbal and/or written) are completed by the staff, students and parents.
- In-school and out-of-school suspensions and mandatory transfers related to bullying and violent behaviour are recorded.
- GRICS Memos related to bullying or violent behaviours are completed.
- An analysis from the number of reports from the Safe Schools anonymous tips is completed once a year.

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, cultural, religious and social beliefs.

Practices in our school

- The Riverside Code of Conduct is distributed to all school members and parents. The Code is 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.
- Coordinating the Adolescent Action Plan with AVAB activities.
- Presentations by outside organizations – (As available).
- Ongoing student/teacher/staff/Governing Board awareness on bullying, homophobia and prevention.

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
<ul style="list-style-type: none">• Safe Schools anonymous tips• The Anti-violence, Anti-bullying document is reviewed each year and is distributed to parents.• Information or links are posted on the school and school board websites with relevant parent information. E.g. Symptoms that a child is being bullied, how to talk with your child about the situation, how to help your child if they have witnessed bullying, Internet Safety, cyber-bullying, etc.• Follow-up communication between administration and the parents of children who are being bullied and those who engage in bullying behaviours. Additionally, periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.

- Safe Schools anonymous tips
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- Follow-up communication between administration and the parents of children who are being bullied and those who engage in bullying behaviours. Additionally, 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 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

- 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).
- Verbal report to staff. All staff must further document this and follow-up as needed.
- Guarantee of confidentiality when reporting.
- Safe Schools anonymous tips

Parents

- When parents are told of a bullying situation or act of violence, they must contact the school administration or the school hotline.
- Details are not given in order to maintain confidentiality.
- Safe Schools anonymous tips

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 will respond to the situation based on:
- If the situation **does not threaten** the student or staff member who is a witness or who has been told of an incident, he/she must intervene immediately and report the incident to an administrator, and/or
- 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), and/or
- 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 administrator is notified immediately and at the discretion of the staff member, **911 may be called** and the parents will be contacted.

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

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

Practices in our School
<ul style="list-style-type: none">• 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.• Reports of bullying and/or violence are kept in a locked filing cabinet or a secured GPI site.• Safe Schools anonymous tips

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

Practices in our School	
Victim	
	<ul style="list-style-type: none">• 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.• Conduct follow-up meetings with the student's advocate to ensure the bullying or violence has stopped and to provide support to the student (all meetings are documented in writing).• Appropriate school staff is made aware of the incident to ensure that the student is safe.• Parents are informed following the investigation of the incident and updated periodically about their child's situation.
*In the event of an incident involving a student and 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 14 of the Policy to Maintain a Safe, Respectful and Drug-Free Environment in Schools.	
Bystander	
	<ul style="list-style-type: none">• 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.• Bystanders could also be considered perpetrators if they are filming the event. Such actions of encouraging things risk to immediately escalate the severity of the situation and/or allowing the video to spread to others who did not originally witness the incident.• Consequences are applied, if appropriate, for students that are actively involved in encouraging the incident.• Phone call home 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 or for a perpetrator

Practices in our School
Perpetrator
<ul style="list-style-type: none">• 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.• Conduct follow-up meetings with the student's advocate to ensure the bullying or violence has stopped and to provide support to the student (all meetings are documented in writing).• Appropriate school staff is made aware of the incident to ensure that the student has changed his or her behaviors.• Parents are informed following the investigation of the incident and updated periodically about their child's situation.

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
Minor Incidents
<ul style="list-style-type: none">• Lunch time detentions• Supervision of the perpetrator during free time; i.e. student could be asked to attend a supervised room during recess and at lunchtime.• Involvement of parents
Moderate Incidents
<ul style="list-style-type: none">• Loss of privileges (off-school property, school activities, school trips, hall passes privileges, lunch hour, recess, etc).• Lunch time detentions• Involvement of Student Support and Guidance• In-school/out of school suspensions• Involvement of parents
Severe Incidents
<ul style="list-style-type: none">• In-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• Involvement of parents

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

Whenever a report of bullying or intimidation is made, the following steps are undertaken with all of the students involved; that is, the person or persons who made the report as well as any of the people named in the report:

- The report is reviewed by the administrator(s) who student(s) it concerns.
- An individual meeting is held with each student involved and an administrator. Students are informed not to discuss the situation with each other or anyone else.
- In the case of the alleged victim, the student is asked to provide pertinent details and contextual information.
- In the case of the alleged bully, the student is made aware of the report, is asked to provide any pertinent information and is instructed to stop any of the behaviours described in the report.

10. Form and nature of undertakings to be given by the Principal to the student who is a victim and to the student who is the perpetrator of bullying or violence and to their parents.

Practices in our School

Whenever a report of bullying or intimidation is made, the following steps are undertaken with all of the students involved; that is, the person or persons who made the report as well as any of the people named in the report:

- Each student, whether alleged bully or victim, is advised not to engage in any further conversations about the situation, directly or indirectly (including on social media). Each student is informed that there will be follow-up by the administrator to ensure that the situation has indeed been resolved.
- Parents of all students involved are contacted and made aware of the situation involving their child.
- Should any of the behaviors alleged in the report present themselves at the initial meeting, or if discussion about this situation occurs under any circumstance following this initial meeting, disciplinary consequences can be imposed. Parents are advised of this as well.