

**ANTI-BULLYING AND ANTI-VIOLENCE PLAN
2020-2021**

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

School: Cedar Street _____

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

Member	Role
Susan Hayward _____	Chair _____
Amy Darrell _____	RTU _____
Patti Buchanan _____	Principal _____
Amy Darrell _____	Secretary _____

Plan Presented to Governing Board (Date): _____ October 2020 _____

Plan Approved by Governing Board (Date): _____ October 22nd, 2020 _____

Plan Amended (Date): _____ Approved by GBL (Date): _____

Parent Explanatory Document Distributed (Date): _____ October 2020 _____

Governing Board Evaluation of Results Achieved by the School with Respect to Preventing and Dealing with Bullying and Violence (Date): _____

Document distributed to Parents regarding the Evaluation (Date): _____



ANTI-BULLYING, ANTI-VIOLENCE PLAN
2020-2021

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.

Monitoring and Reporting at our school with respect to bullying and violence.

Practices in our School
<p>A tracking record of incidents and antecedents will be kept based on incident reports and communication agendas. This form of data collection will allow us to determine areas where greater support or resources are required to eliminate or minimize incidents of violence.</p> <ul style="list-style-type: none">• A standard form will be used by the staff, students, volunteers and parents to record complaints /observation.• 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 will be recorded. <p>Given an analysis of the situation, targets, actions, strategies and monitoring mechanisms will be implemented</p>

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 Code of Conduct and Cedar Code of Conduct are 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.
- Parents and students both are to sign that they have read and understood the Code.
- Create awareness for staff and parents of specific resources to support AB/AV plan.
- A community board will be used to positively reinforce behaviours demonstrated by students. .
- Presentation of outside organization and presentation to outside organizations to increase community awareness and sensitization difference.
- Coordinate information sessions with the support of the RVCLC
- Encourage open discussions during Governing Board and staff meetings and on pedagogical days. Make AB/AV a standing item on staff meeting agenda. Teacher will report monthly activities to Governing Board
 - Nurturing Support Centre
 - Sheltered Lunch, recess and daycare
 - Morning breakfast program
 - Students are referred to social support groups on a needs basis (ie. Boys and girls groups, individual interventions etc)
 - Monthly Kindness Recognition assembly to promote positive behaviour

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 Governing Board meetings and parent/teacher interviews. Information or links will be communicated to parents 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.
- Parent meetings with classroom teachers to discuss what is currently happening in the classroom and to inform of our efforts to reward students who demonstrate positive behaviours such as: Assemblies, community board, etc.
- Ongoing communication between Principal and the parents of children who are being bullied and those who engage in bullying behaviours.
- 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.

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-bully purposes.

Practices in our School (Current and Desired)

Students:

- Guarantee of confidentiality when reporting.

Students will be encouraged to report any witnessed acts of bullying or violence to a staff member at school, and should tell an adult at home. The informed adult will complete an incident tracking form

Parents

- When parents are told of a bullying situation or act of violence, they will contact the school Principal, their designate or classroom teacher. This contact and follow-up will 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 of contact from parents:
 - Phone call
 - Refer to RSB code of conduct
 - Letter
 - Email
 - Student agenda

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)

- 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 and parents to be informed.
- Depending on the severity of the incident, the adult involved may investigate the situation and impose an appropriate consequence. A follow-up report is sent to the Principal or designate and parents.
- The student who witnesses an incident will report or communicate the incident to the best of their ability to the appropriate staff member in the school using the established protocols
- Depending on the situation, the services of a social worker or school psychologist may be recommended.

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

Practices in our School (Current and Desired)

- Reports of bullying and/or violence are kept in a locked filing cabinet and archived until after their graduation.
- 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.
- Conversations regarding incidents will be discussed confidentially in a professional manner.
- Only information pertaining to one's own child will be released.

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
<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 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 or teacher they are closest to.• Appropriate school staff 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 that 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.
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.• If the bystanders role has been positive they will be recognized for their efforts.• Consequences are applied, if appropriate for students that are actively involved in encouraging the incident.• Phone call home when appropriate.

Cont'd from previous page.

Practices in our School
Perpetrator
Depending on the severity of the incident: <ul style="list-style-type: none">• 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 to the office 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 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.• The parents are informed of their right to request assistance from the person designated by the School Board (Bill 56 Section 11).• Social groups may be required of the perpetrator to learn strategies to help prevent recurrent situations in the future.

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)
<p>Minor Incidents</p> <ul style="list-style-type: none"> • 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. • Supervision of the perpetrator during free time; i.e. must be observed during recess and at lunch time. • Detention of the perpetrator: 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.
<p>Moderate Incidents</p> <ul style="list-style-type: none"> • Perpetrator is immediately sent to the office or other designated area. • Loss of privileges (lunch hour, recess). • 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). • Positive motivation and reinforcement to encourage positive behaviours
<p>Severe Incidents</p> <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 • Recommendation to move the student to another school or to expel from the Board. • Involvement of the Police.

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.
- 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 the Director General.