



Anti-Bullying and Anti-Violence Plan

2012-2013

School : LaSalle Community Comprehensive High School (LCCHS)

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 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 injuries, 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:

Teachers	Non-Teaching Professionals	Administrators
Julie Canty Julie Rousselle Marcello Sicoli Anne-Marie Bourdeau Marie-Pier Michaud	Jewel Perlin, Guidance Charlene Altimas, FSSTT Carol Reddick, Planning Tech. William Grant, Spiritual Animator	AnnMarie Matheson, Principal Natalie Maurice, Vice-Principal Peggy Grant, Vice-Principal

Governing Board approval: January 2013



Réal Bouchard, Governing Board Chair



AnnMarie Matheson, Principal

1. Analysis of the School's Situation:

The LCCHS Community pledges its support for the position of the Lester B. Pearson School Board's Safe and Caring Schools Policy. To that end, LCCHS is committed to working towards the elimination of all forms of bullying and violence in its community by taking a regular measure of its school situation, implementing preventative measures and following up on reports pertaining to bullying and violence.

LCCHS will use the following information to analyse the school's situation:

- the number of **written reports** received by the administration from students, staff and parents related to bullying and violence (LCCHS will use the standard LBPSB reporting form)
- the data collected twice per year (Nov & April) via the *Tell Them From Me* survey
- the number of **bus reports** related to bullying and violence
- the number of **suspension** (in-school and out-of-school) related to bullying and violence
- the number of **expulsions** related to bullying and violence

LCCHS will include the aforementioned information in its **Annual Success Plan Report**.

LCCHS will also include in its Annual Success Plan Report the targets and strategies in place to prevent and eliminate bullying and violence from its school community as well as any monitoring mechanisms and support systems in place.

2. Prevention Measures:

The LCCHS community holds firm in the conviction that education and dialogue are key factors in the process to eliminate bullying and violence in schools. As such, LCCHS is committed to providing opportunities for all members of our community (students, staff and parents) to share experiences, ideas and strategies in order to move towards a more peaceful environment where everyone feels safe and secure.

To that end, measures such as those listed below, have been put into place to help develop and foster a safe and caring school environment at LCCHS. This list is not exhaustive:

- Peaceful Schools Initiative
- LOVE (Leave Out Violence)
- Guest speakers from community organization such as the Gay Straight Alliance, etc
- Guest speakers / Information sessions related to Cyber Safety and responsible cyber use
- Peace-Talkers
- Crisis Box
- Pink T-Shirt Day / Anti-bullying month
- Make The Right Choice Fair
- Sponsoring plays – either in school or out, that promote themes related to the fair treatment of others
- Promotion of International Days such as the International day to end Violence Against Women or the International Day to End Racism and Discrimination

LCCHS commits to a minimum of one student activity annually by an outside organization (play, activity, guest speaker, concert, etc.) that focuses on anti-bullying and/or anti-violence.

LCCHS commits to including messages regarding anti-bullying and anti-violence during student assemblies over the course of the academic year.

LCCHS will support the Governing Board and/or PPO parents in endeavours to provide information sessions related to anti-bullying and anti-violence for the larger parent population.

The LCCHS staff will continue to participate in information sessions and professional development related to the prevention of bullying and violence.

LCCHS staff commit to active student supervision and to being proactive in the supervision of potential hot-spots in the school.

LCCHS is committed to the goals and objectives of the LBPSB Digital Citizenship Project and promotes the responsible use of social medias such as Facebook and Twitter.

3. Measures to Encourage Parental Collaboration:

"The Lester B. Pearson School Board believes that the school board's administrators, staff, parent, 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

Parent collaboration and cooperation is critical to the success of any plan to eliminate bullying and violence in schools. Parents are integral members of the LCCHS community. It is therefore, critical that they be committed to the goals and objectives outlined in this plan, and work with the school administration and staff, through constructive dialogue, to resolve issues as they arise.

LCCHS commits to communicate with the parents of students involved in incidents of bullying or violence.

In order that parents will always be up-to-date with the most current version of LCCHS's Anti-Bullying and Anti-Violence Plan, it will be posted on the LCCHS website.

LCCHS will also post information and/or links on its website that are relevant for parents on topics such as: bullying, being a responsible bystander, internet safety, cyber-bullying, etc.

LCCHS shall review its Anti-bullying / Anti-Violence on an annual basis.

LCCHS Code of Conduct will be linked to the Anti-bullying / Anti-Violence Plan.

Both the LCCHS Code of Conduct and Anti-Bullying / Anti-Violence will be subject to approval by Governing Board annually.

LCCHS will support initiatives by the Governing Board or Parent Participation Organization to hold professional information sessions for parents on topics related to bullying and violence.

4. Procedures for Reporting:

It is incumbent upon all members of the LCCHS community (students, staff, parents, community members) to report incidents of bullying and violence to the appropriate level administrator.

All members of the LCCHS community are entitled to a safe, non-threatening and simple process for reporting incidents of bullying and violence.

The name of the person who makes the report will be kept **confidential** unless that person specifically states that s/he does not want his/her name to be kept confidential.

The Principal will be informed of all reports of bullying and violence.

Every report of bullying must be investigated. The Principal must be kept abreast of all reports.

The Principal will determine which other staff members/professionals need to know about the report/incident in order to resolve the issue and support the people involved.

If a report is submitted alleging that one is the perpetrator of an act of bullying or violence, that person will be informed of the said report. However, the alleged perpetrator is not entitled to know who made the report.

Reporting Process

- Reports may initially be made verbally; but the standard LBPSB Reporting Form must be completed soon thereafter.
- Students may prefer to tell a parent or another adult outside of school before making an official report to a staff member or level administrator. That parent or adult should encourage and support the student through the process of making a formal report.
- Parents who are aware of an incident of bullying or violence should contact the level administrator to file their report. Contact may be made by: phone, email or in person.
- Every report will be followed up on and feedback will be given to the reporter within a reasonable timeframe.
- Reporting forms will be available on the school's website and at the main office.

Note: LCCHS has a locked box called the **Crisis Box** which allows students to leave messages for the Spiritual Animator regarding many issues including bullying and violence. Students are strongly encouraged to sign their name to allow for follow-up.

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

No member of the LCCHS community (students, staff, parents and community members) will be indifferent towards reported or witnessed acts of violence and bullying. All witnessed acts and/or reports will be followed up upon in an efficient and timely manner.

A **LCCHS staff member** who observes or who is made aware of a possible act of bullying or violence must intervene if s/he does not put his/her physical safety at risk or seek back up help from other colleagues and/or the administration.

- In less severe situations, the staff member may intervene him/herself and resolves the issue. If the staff member considers his/her intervention in the situation to have been successful such that the situation is resolved, s/he does not have to refer the incident to the administration for further follow-up.
- In more severe situations, the staff member will refer the students involved to the appropriate level administrator.
- In both cases, the staff member must complete a standard LBPSB reporting form and submit it to the appropriate level administrator.

When an **LCCHS student or parent or community member** observes an incident of bullying or violence, s/he:

- may choose to intervene if s/he does not put his/her physical safety at risk or
- must inform the appropriate level administrator
- complete a formal LBPSB report form and give it to the appropriate level administrator who will pass it along to the Principal.

6. Measures to Protect Confidentiality:

As part of the investigative and follow-up processes, LCCHS 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 incident(s) in question, the steps taken by the school to investigate the incident and any follow-up measures that have been put into place.

LCCHS is committed to keeping these records confidential and secure so as to protect all parties regardless of their role in the incident.

All reports of bullying and violence will be kept in a secure location under the supervision of the Principal or her delegate.

These reports will be kept separate from the student's cumulative or confidential file.

LCCHS is not obliged to share information about a student with anyone other than that student's parents.

Information will be shared with pertinent professionals on a 'need-to-know' basis at the discretion of the Principal.

7. Supervisory or Support Measure for Victims, Witness, and Perpetrator:

LCCHS will strive to provide support services to all those involved in incidents of bullying and violence (victims, perpetrators and bystanders). These services will be offered or imposed depending on the severity and frequency of the related incidents. These services may include, but are not limited to:

- Mentoring and follow-up by a teacher, staff member, administrator or coach
- Referral to the FSSTT Tech at LCCHS
- Referral to the Planning Room Tech at LCCHS
- Referral to the Guidance Counsellor
- Referral to an outside Planning Room or to the LBPSB Central Planning Room
- Referral to a professional from the LBPSB Student Services Department
- Referral to FSSTT Type II Intervention
- Referral to LBPSB Alternative School Programs
- Referral to an outside professional service, including, but not limited to, those provided by the CLSC, Local Sports or Cultural Centers, Batshaw, CROM, Montreal Hospital Programs, Montreal Police Department, etc.

8. Disciplinary Sanctions:

"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.

LCCHS is committed to the statement above. The consequences for bullying and violence cover a broad range of penalties depending on the severity and frequency of the infraction.

Consequences include, but are not limited to:

- Detentions
- Supervised lunch periods, transition times, free time, etc.
- Mandatory counselling, anger management classes, social skills programs, etc.
- Loss of privileges (extra-curricular, co-curricular, trips, lunch activities, etc.)
- Restorative Service Initiatives (aka community service)
- In-School Suspension
- Planning Room at LCCHS or at another school or at the LPSB Central Planning Room
- Out-of-school Suspension
- Planning Room at LCCHS or at another school or at the LPSB Central Planning Room
- Cours a domicile / Home Study
- Transfer of schools
- Expulsion
- Referral to outside agency
- Police Intervention

In all instances, these measures are applied at the discretion of the Principal or her delegate, taking into account the circumstances, severity and frequency of offences.

9. Required Follow-Ups:

LCCHS recognizes that follow-up meetings with victims, bystanders and/or perpetrators and their parents may be necessary following an incident of bullying or violence. LCCHS further acknowledges that support services, like those listed in section 7, may be required as follow-up to an incident of bullying or violence. As such, LCCHS commits to ensuring that support services be available to victims, perpetrators and victims as needed as follow-up to an incident of bullying or violence.

LCCHS commits to communicate with the parents of both victims and perpetrators following an incident of bullying or violence. LCCHS acknowledges that in more severe cases, subsequent follow-up communications may be required.

LCCHS recognises that some bystanders may be significantly affected by bearing witness to an incident of bullying or violence. In such cases, LCCHS will ensure that the said bystander receives some of the support services outlined in section 7.

LCCHS staff or administration who investigate a report of bullying or violence will indicate on the LBPSB reporting form what steps will be put into place as follow-up.

LCCHS staff and administration acknowledge that additional follow-up may be required and commit to additional supports for victims, perpetrators and bystanders if that need become apparent.

In cases where a student is suspended from school for an incident of bullying or violence, the administration will inform the Director General via his delegate, the Regional Director.

In cases where a parent lodges a complaint with the Principal regarding the way in which a case of bullying or violence has been resolved; the Principal will inform the Director General via his delegate, the Regional Director.