



# *Anti-Bullying and Anti-Violence Plan*

## *2017-2018*

**School:** Beaconsfield High School

**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 social media, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, 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.

### **1. Analysis of the School's Situation:**

The Beaconsfield High School Community pledges its support for the Lester B. Pearson School Board's "Safe and Caring School Policy" with respect to school safety and security. To that end, Beaconsfield High School is committed to working towards eliminating all forms of bullying and violence, including cyberbullying in its community and to taking a regular measure of its school climate as it relates to these particular issues.

### **School Portrait:**

Beaconsfield High School is a community high school that has a student population of 819 students from Secondary 1 through Secondary 5. Approximately ninety adults, in the positions of teachers, administrators, support staff and integration aides, interact with the students each day. Beaconsfield High School fits the profile of a school devoted to student success. High academic achievement, literacy, digital citizenship and personal development are nurtured in all students, in the classroom, in the library and through a broad spectrum of cultural, social and sporting activities. Acceptance is a key value that is widely promoted and exhibited at BHS. Care is given to educate the students both academically and socially. All members of the BHS community are asked to live by the tenet of kindness toward others.

### **Proposed Steps:**

- Beaconsfield High School will poll Secondary 1, 3 and 5 students twice per year (November and April) through the Tell Them from Me (TTFM) survey to identify the student perception of bullying. The first survey establishes the situation, and allows for

the implementation of actions and strategies. The second survey indicates the degree of impact of the actions and strategies.

- Beaconsfield High School commits to having standard written reports completed by staff, students and parents regarding reported incidents of violence or bullying.
- Beaconsfield High School will include Transportation/Bus Reports related to acts of bullying or violence as part of its general snapshot of the school's situation.
- Beaconsfield High School will record in-school and out-of-school suspensions and expulsions related to bullying and violent behaviour and include them in the snapshot.
- Beaconsfield High School will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.

Beaconsfield High School commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's Educational Project and Strategic Plan and to including a section on outcomes in its Annual Report on the Success Plan.

## **2. Prevention Measures:**

The Beaconsfield High School Community holds firm in the conviction that education and dialogue are the keys to changing attitudes towards issues of bullying and violence in schools. As educators, we are committed to providing opportunities for all members of our community to explore these issues, share experiences, move towards a greater understanding of their underlying causes and develop the ability to address them in a peaceful manner. We acknowledge that changing attitudes and culture is a long-term process. To that end, established measures such as those listed below should be considered as part of a general plan to promote a safe and caring school environment.

### **Proposed Steps:**

- The Beaconsfield High School Code of Respect will be distributed to all school members and parents annually in the agenda and on the school website. The Code of Respect will be discussed and referenced in communications with the school community throughout the year so it remains an active document within the context of this plan.
- Beaconsfield High School is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- Beaconsfield High School will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include:
  - F.L.A.S.H.
  - Peaceful Schools Initiative
  - Day of Silence
  - Changes and Choices

- Kilometre of Courage
  - “Welcome to High School” BBQ for Secondary 1 Students
  - Youth in Action Volunteerism Program
  - Student volunteerism
  - Assemblies
  - Guest Speakers
  - Curriculum
  - GSA
- Beaconsfield High School will regularly ask students in the TTFM survey their level of comfort in school and will address issues that might arise.
  - Beaconsfield High School will present annual awareness activities and/or presentations.
  - Beaconsfield High School will engage in ongoing teacher/staff/parent information sessions on bullying and discrimination prevention.
  - Beaconsfield High School will include information regarding anti-violence and anti-bullying during student assemblies over the course of the academic year.

### **3. Measures to Encourage Parental Collaboration:**

Parent collaboration and cooperation is critical to the success of a plan to eliminate bullying and violence in schools. The Beaconsfield High School Community includes parents and, as a consequence, it is understood that parents are committed to the goals and objectives of this plan. It is critical that parents work with the school and engage in constructive dialogue on issues as they arise.

"The Lester B. Pearson School Board believes that the school board's administrators, staff, parents, 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 2016, p. 3)

#### **Proposed Steps:**

- Beaconsfield High School shall review and make available the LBPSB Anti-Bullying and Anti-Violence document on an annual basis. A permanent link to this document will be maintained on the Beaconsfield High School website.
- Beaconsfield High School will include references to anti-bullying/anti-violence themes at gatherings such as the August Parent Information Assemblies and Curriculum Night.
- Beaconsfield High School will distribute the Code of Respect annually to members of the school community in the agenda and on the website. This distribution will include a mechanism for receipt and review acknowledgement by parents.

- Beaconsfield High School will post information or links on its school website with relevant parent information regarding bullying, being a responsible bystander, internet safety, cyber-bullying, etc.
- Beaconsfield High School commits to ongoing communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviours, until complete resolution of the problem. Additionally, Beaconsfield High School commits to periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.
- Beaconsfield High School administration and guidance counselor commit to make initial contact at the beginning of the year with new students to discuss how the year can be successful for the student.
- Beaconsfield High School staff will encourage positive behaviours.

#### **4. Procedures for Reporting:**

All members of the Beaconsfield High School Community are entitled to a safe, non-threatening and easily accessible process for reporting incidents of bullying or violent behavior regardless of whether they are victims, witnesses or a reporting party. It is understood that our process is designed to facilitate and encourage, not impede, the reporting of incidents.

##### **Proposed Steps (Students):**

- Beaconsfield High School guarantees confidentiality for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified perpetrator is fully apprised of the details of the report made against him/her.
- Any Beaconsfield High School student who witnesses an act of bullying or violence has the responsibility to tell a staff member at school, and/or an adult at home so as to allow those adults to follow-up with reporting.
- Beaconsfield High School provides an email address on the BHS website where the students can submit written communication with school administration regarding issues of bullying or violence. Administration makes the commitment to check the emails regularly and act on any reported incidents. Students will be informed of this email address at assemblies or information sessions.
- Once a student has made a verbal report of a bullying or violent incident, he/she provides a written report of what has taken place. (Providing the student is capable of producing said report.)
- Beaconsfield High School confirms that any verbal report given to a staff member from a student must be documented and followed-up.

##### **Proposed Steps (Parents):**

- Members of the Beaconsfield High School parent community who are made aware of a bullying situation or act of violence involving either their own child or another student of

the school are obliged to contact the school administration. This contact and subsequent follow-up will be documented by Beaconsfield High School personnel.

- Within two days of receiving the report the reporting parent will be contacted by the school to be assured that the situation is being investigated and that appropriate action(s) is (are) being taken. Information will be provided within the confines of confidentiality of the parties involved.
- Beaconsfield High School invites the following forms of contact from parents:
  - Direct phone call to school administrator.
  - Letter detailing issue or incident addressed to school administrator or classroom teacher.
  - An email to the BHS website at [BHSBansBullying@lbpearson.ca](mailto:BHSBansBullying@lbpearson.ca)
  - A reporting form available at the school's main office.

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

No member of the Beaconsfield High School Community will be indifferent towards reported or witnessed acts of violence and bullying. We are committed to responding to and investigating any report we receive which suggests that an incident of violence and/or bullying has taken place amongst our population. Furthermore, we are committed to considering all available facts in a timely and efficient manner.

#### **Proposed Steps:**

- All Beaconsfield High School staff will be committed to a zero indifference policy with respect to acts of violence or bullying or reports of said acts. All acts or reports will be investigated.
- A Beaconsfield High School staff member who observes or is made aware of a possible act of bullying or violence will intervene to assess the situation and take action if deemed necessary.
  - If the situation does not threaten the staff member who is a witness or who has been told of an incident, he/she will intervene immediately.
  - If the staff member considers his/her intervention in the situation successful, the student is not referred to administration. An intervention/incident report will be submitted to administration if the staff member considers the incident to be one of violence or bullying.
  - The staff member may determine that the student involved in the bullying and/or violent behaviour should be sent directly to administration, depending on the severity of the incident.
  - At the discretion of the administration, police intervention may be requested in the form of a 911 emergency call or a call for support from the school's Socio-Community Officer.
- A Beaconsfield High School student may intervene if the situation does not threaten his /her well-being and/or may choose to seek the assistance of a staff member.

- Any Beaconsfield High School student who witnesses an incident of violence or bullying must report the incident to the appropriate staff member in the school using the established procedures for reporting.
- Any member of the Beaconsfield High School Parent Community who is a witness/bystander to an act of bullying or violence is obliged to report that incident directly to the school administration. The steps that are undertaken include investigation of the report, appropriate measures taken and appropriate follow-up as per the procedures for reporting.

**Note:** All Beaconsfield High School reports regarding incidents of violence and/or bullying must be forwarded to the appropriate Regional Director in cases where students are excluded from their regular course of studies as a consequence of their actions.

#### **6. Measures to Protect Confidentiality:**

As part of the investigative and follow-up processes, Beaconsfield High School 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 incidents in question, the steps taken by the school as a consequence of its investigation and indication of intended follow-up. Beaconsfield High School is committed to keeping these records confidential and secure so as to protect all parties regardless of their role in the incident.

#### **Proposed Steps:**

- The Beaconsfield High School anti-violence/anti-bullying plan will be reviewed annually and all staff members are reminded that every incident and the follow-up must be kept confidential.
- All reports of bullying and/or violence will be kept in a secure location under the supervision of the school administration.
- The above named reports will be kept in a distinct file from the Cumulative File or Confidential File of an individual student.
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- Members of the Beaconsfield High School Community agree that in all cases involving minor students, information shared should be on a need to know basis only.
- All parties acknowledge that Beaconsfield High School personnel are not obliged to share information about involved students (victim, perpetrator and witnesses/bystanders) with anyone but other staff and parents of that student. The rule of confidentiality will be respected at all times.

## **7. Supervisory or Support Measure for the Person Being Bullied, Witness/Bystanders, and the Perpetrator:**

All members of the Beaconsfield High School Community will be thorough in their treatment of reported cases of bullying or violence. They will intervene in an appropriate manner, request the intervention of school administration, if necessary, and report the incident as per the process described in the Measures to Protect Confidentiality Section of this plan.

### **Proposed Steps (Victim/Person Being Bullied):**

- An adult staff member 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 staff member with whom the student is comfortable talking.
- At Beaconsfield High School the administration or student services personnel will conduct scheduled follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student. The degree of support offered at these meetings and their frequency shall depend upon the feedback from the victim regarding the current circumstance.
- In all cases, a determination will be made as to which members of the school staff must be made aware of the incident to ensure that the student is safe.
- Parents will be informed immediately following the incident and regularly updated until the situation is resolved. Referral for counselling through the LBPSB Student Services Department or through outside referral will be requested when deemed appropriate.
- The person being bullied will be engaged in discussion or follow-up meetings with their support contact to ensure establishment of a sense of security.
- In some cases, the school team may suggest a referral to the school social worker or make a CIUSSS referral for victim services.
- The Beaconsfield High School team may suggest that any or all of the parties involved take part in social skills groups.
- The Beaconsfield High School team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The Beaconsfield High School team may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board.
- In all cases, the individual who experiences bullying or violence should have a reasonable expectation of feedback from an intervening adult figure in a timely manner so as to guarantee a sense of safety and security in the school.

### **Proposed Steps (Witness/Bystander):**

- Following the incident, an intervention may be held with any witnesses/bystanders to determine their role in the incident. If the incident witnessed is severe, witnesses/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 who are actively involved in encouraging the incident.
- Consequences are applied, if appropriate, for students, who as witnesses/bystanders, fail to report an incident or fail to offer assistance in some way.
- Consequences are applied, if appropriate, for students, who as witnesses/bystanders, record the incident in any way and/or who distribute the recorded images of the incident in any way.
- Beaconsfield High School reserves the right to contact the parents of witnesses/bystanders when it feels such contact is appropriate.
- Witnesses to acts of bullying or violence should have a reasonable expectation of feedback from an intervening adult figure in a timely manner so as to guarantee a sense of safety and security in the school.

### **Proposed Steps (Perpetrator):**

- Once an incident has been reported and an investigation has been completed and the incident is confirmed to be bullying and/or violence, the Beaconsfield High School administration 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.
- In cases where it is deemed necessary and appropriate, Beaconsfield High School may refer the perpetrator and his/her parents to support services available to the school.
- Beaconsfield High School is responsible to inform parents of their right to request assistance from the School Board professionals for referral to support services.
- It is expected that following any intervention, the perpetrator must report to the administration for follow-up discussion concerning the incident in question.
- Parents are requested to collaborate and be part of the plan which includes sanctions but also support as per the Measures to Encourage Parental Collaboration section of this plan.
- In any circumstance, intervention with a perpetrator of an act of violence or bullying at Beaconsfield High School may include a therapeutic intervention as a means of support. Such interventions may include:
  - Referral to an outside organization for support (e.g. CIUSSS)
  - Social Skills groups
  - Placement in in-school alternative program or referral to outreach system.
  - Support in the planning room
  - Temporary placement in an offsite planning room
  - FSSTT Type II consultation
  - Intervention of CIUSSS Social Worker

### **8. Disciplinary Sanctions:**

The Beaconsfield High School Community is committed to applying fair, consistent and appropriate sanctions in all cases where it has determined that acts of bullying or violence have



taken place. These sanctions will always be applied with the understanding that the long-term objective is for rehabilitation and reintegration; however, the safety of the whole will never be subordinate to that objective.

"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.

### **Proposed Steps:**

- The perpetrator will engage in a 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 administration.
- Beaconsfield High School may request the supervision of the perpetrator during free time; i.e. must be supervised at lunch time instead of having free time. Detention of the perpetrator or placement in the planning room may be requested.
- Beaconsfield High School staff members may request that the perpetrator is sent to the office or other designated area while the initial investigation of the incident is being carried out.
- The following measures may be put into place:
  - Planning Room periods with stated objectives with respect to reflection and discussion of offending conduct
  - Reflection time
  - Resource support
  - Loss of school privileges, extra-curricular activities, attendance at outside events, etc.
  - In-school suspension supervised by Beaconsfield High School personnel
  - Referral for outside services
  - Referral for an anger management program
  - Restorative justice, restitution
  - Community service either inside or outside of the school setting
  - Involvement of the police
  
  - Out of school suspension with progressive re-entry and a re-entry meeting with parents and student with administration
  - Out-of-school suspension, with a re-entry meeting between the parents and student and administration. A plan is developed for the student and agreed to by all. Teachers and staff implicated are informed of the plan.
  - Cours à Domicile / Home Study
  - Recommendation to move the student to another school or to expel from the Board.

Depending on the circumstances of the situation, consequences could include:

- Mediation takes place with the person being bullied (i.e. the victim), the perpetrator and the vice principal and the school may involve the community officer.
  - Time at home to reflect on changes may occur for the perpetrator.
  - The perpetrator being suspended and the school encouraging the parent of the victim to press charges.
  - The police becoming more heavily involved, i.e., a police report is made and the perpetrator is sent to the planning room in another school.
  - The perpetrator being sent to the LBPSB central planning room.
  - The perpetrator being transferred to another school and the police are more heavily involved because charges have been pressed.
- In all instances, these measures are applied at the discretion of the administration taking into account the circumstances, severity and number of offenses.
  - Any and all disciplinary measures included in the school's Code of Respect are in alignment with the LBPSB Safe and Caring Schools Policy.

### **9. Required Follow-Ups:**

The Beaconsfield High School Community recognizes that once the initial investigation and response process has been completed, supervisory or support measures may need to be put in place for the perpetrator, the victim and, when deemed necessary, the witnesses to an act of bullying or violence. The extent of these follow-up measures will depend upon the nature of the incident and the degree to which it is believed that long-term intervention is necessary.

#### **Proposed Steps:**

- Beaconsfield High School commits to ongoing discussion with the person being bullied (i.e. the victim) and, if necessary, his/her parent regarding the school's intervention and any actions required subsequent to the initial investigation and intervention.
- Should it be considered necessary, Beaconsfield High School commits to a follow-up discussion with any witness/bystander supporting the action taken by witness if a report was made.
- Beaconsfield High School will not be indifferent to instances where witnesses/bystanders to acts of violence or bullying fail to intervene or report such incidents to an adult in the building. In such cases, Beaconsfield High School commits to making the witness/bystander aware of the school's expectation and his/her responsibility to assist or report in such circumstances.
- Beaconsfield High School will meet with the perpetrator and his/her parent to discuss possible further sanctions and further consequences if another act occurs. The contents of this meeting will be documented and recorded for future reference if necessary.

- Official reporting forms will include a “date of follow-up” box which will indicate a date on which the issue will be revisited by the administration for confirmation that problem is resolved.
- A summary report of the incident and follow-up measures taken are sent to the Director General or his/her delegate.