

# Anti-Bullying, Anti-Violence Plan

2019-2020



Commission scolaire  
Lester-B.-Pearson



CLEARPOINT ELEMENTARY

IB World School



**School :** Clearpoint Elementary

**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 in 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:

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**Governing Board approval:** \_\_\_\_\_

Date

\_\_\_\_\_  
Signature Governing Board Chair

\_\_\_\_\_  
Signature Principal

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

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

### Proposed Steps

- Clearpoint Elementary commits to having standard written reports completed by staff, regarding reported incidents of violence or bullying (see appendix form 1).
- Clearpoint Elementary will include Transportation/Bus Reports related to acts of bullying or violence as part of its annual review of the school's situation.
- In-school and out-of-school suspensions and expulsions related to bullying and violent behaviour which includes cyber-bullying will be recorded and included in the annual review.
- Clearpoint Elementary commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's Educational Project and to including a section on outcomes in its Annual Report on the Educational Project.

## **2. Prevention Measures:**

The Clearpoint Elementary 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 build the capacity to rise above them. 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 Clearpoint Elementary Code of Conduct will be distributed to all school members and parents annually electronically. The Code 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.
- Clearpoint Elementary is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan (refer to GAFE permission form in appendices).

- Clearpoint Elementary will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include:
  - Peaceful Schools Initiative
  - Celebration of IB Attitudes and Attributes
  - Good news phone calls
  - Pink T-Shirt Day
  - I See IB – tokens of celebration Assemblies
  - Celebration of Learning
  - Action Tree
  - Pride Tags
  - Clearpoint Caring Crew Peer Mediation
  - Review of TTFM student survey results
  - FSSTT
  - Student led actions (respect videos featured during assemblies)
  - Zones of Regulation
  - Classroom Meetings
  - Plays and guest speakers that promote caring, collaboration and inclusiveness
  
- Clearpoint Elementary will commit to a minimum of one presentation annually by an outside organization. (play, team building activity, concert, etc.) which focuses on the theme of anti-violence or anti-bullying
  
- Clearpoint Elementary will engage in ongoing student/teacher/staff/Governing Board information sessions on bullying, racism, homophobia and prevention of cultural stereotypes and all forms of prejudice.
  
- Clearpoint Elementary commits itself to modeling empathy, and appropriate, inclusive behaviour, as well as recognizing and celebrating diversity in many forms.

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

Parent collaboration and cooperation is critical to the success of any plan to eliminate bullying and violence in schools. The Clearpoint Elementary 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 (also) 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

## Proposed Steps

- Clearpoint Elementary shall review and distribute the LBPSB Anti-bullying, Anti-Violence on an annual basis. A permanent link to this document will be maintained on the Clearpoint Elementary website.
- The Clearpoint Elementary Code of Conduct will be distributed annually to members of the school community (i.e. agenda). This distribution will include a mechanism for receipt and acknowledgement by parents and guardians.
- Clearpoint Elementary 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, Clearpoint Elementary commits to 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:**

All members of the Clearpoint Elementary 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)

- Clearpoint Elementary guarantees sensitivity 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 Clearpoint Elementary student who witnesses an act of bullying or violence is responsible to tell a staff member at school and/or an adult at home so as to allow those adults to follow-up with reporting as they see fit and necessary.
- 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 with a verbal account provided to an adult. This is providing the student is capable of producing said report. A staff member must then document the incident and follow up as needed (refer to appendix 1 – conduct report). Conduct reports are submitted to the school administration, and kept in a confidential location.

#### Proposed Steps (Parents)

- Members of the Clearpoint Elementary 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 Principal, their designate or classroom teacher. This contact

and subsequent follow-up will be documented by Clearpoint Elementary personnel. Parents are advised not to take matters into their own hands.

- 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 being taken. Further details will be limited in order to insure confidentiality of parties involved.

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

No member of the Clearpoint Elementary 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 Clearpoint Elementary 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 Clearpoint Elementary staff member who observes or is made aware of a possible act of bullying or violence must 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 must intervene immediately.
  - If the staff member considers his/her intervention in the situation successful, student is not referred to administration. However, an intervention report must be filed and submitted to principal if the staff member considers the incident to be one of violence or bullying (refer to appendix 1 – conduct report).
  - 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 school principal or his/her delegate, 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 Clearpoint Elementary student must seek the assistance of a staff member.
- Any Clearpoint Elementary student who witnesses an incident of violence or bullying must report the incident to the appropriate staff member in the school using the established protocols (refer to 4 in this plan).
- Any member of the Clearpoint Elementary Parent Community who is witness 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 Section 4 of this plan.

Note: All Clearpoint Elementary 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, Clearpoint Elementary 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. Clearpoint Elementary 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 Clearpoint Elementary anti-violence/anti-bullying plan will be reviewed annually and all staff 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 principal or his/her delegate.
- 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 Clearpoint Elementary Community agree that in all cases involving minor students, information shared should be on a need to know basis only.
- All parties acknowledge that Clearpoint Elementary personnel are not obliged to share information about another student with anyone but other staff and parents of that student

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

All members of the Clearpoint Elementary Community will be thorough in their treatment of reported cases of bullying or violence. They pledge to intervene in an appropriate manner, request the intervention of school administration if necessary and report the incident as per the process described in Section 6 of the plan.

Proposed Steps (Victim):

- An adult staff member (and HR teachers) will determine the severity and frequency of the incident (s) through a discussion with the student.
- The homeroom teacher(s) 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 such as:
  - referral to the school social worker or make a CSSS (Centre de Sante et de Services Sociaux) referral for victim services.
  - referral to FSSTT
  - the involvement of the victim in a support group.
  - referral to an outside agency for support or services if it feels such services are warranted.
  - specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board.
- In all cases, victims of bullying or violence should have a reasonable expectation of feedback from intervening adult figure in a timely manner so as to guarantee a sense of safety and security in the school.

Proposed Steps (Bystander):

- Following the incident, an intervention may be 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.
- Clearpoint Elementary reserves the right to contact the parents of bystanders when it feels such contact is appropriate.
- As with victims, witnesses to acts of bullying or violence should have a reasonable expectation of feedback from intervening adult figure in a timely manner so as to guarantee a sense of safety and security in the school.

Proposed Steps (Perpetrator):

- The initial intervention with the perpetrator is managed by the Clearpoint Elementary staff member who intervened and the incident is reported both verbally and in writing to the Homeroom teacher(s) for follow-up investigation and will take actions deemed necessary to the situation.
- 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, Clearpoint Elementary may refer the perpetrator and his/her parents to support services available to the school, such as the FSSTT.

- Clearpoint Elementary is responsible to inform parents of their right to request assistance from the person designated by the School Board for referral to support services.
- Parents are requested to collaborate and be part of the plan which includes sanctions but also support as per Section 3 of this plan.
- In any circumstance, intervention with a perpetrator of an act of violence or bullying at Clearpoint Elementary may include a therapeutic intervention as a means of support.

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

The Clearpoint Elementary 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 the long-term objective is for rehabilitation and reintegration but that 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 is filed.
- Clearpoint Elementary may request of the perpetrator:
  - Supervision during free time.
  - Detention.
  - Sent to the office or other designated area while the initial investigation of the incident is being carried out.
  - Loss of basic school privileges (lunch hour, recess) for a designated length of time.
  - Loss of school privileges, extra-curricular activities, attendance at outside events, etc.
  - To serve in-school suspension supervised by Clearpoint Elementary personnel.
  - Referral for anger management program
  - Community Service either inside or outside of the school setting.
  - Out of school suspension with progressive re-entry as per suspension letter.
  - Recommendation to move the student to another school or to expel from the Board.
  - Involvement of the Police.
  - Referral for outside services
  - Cours a domicile



*•In all instances these measures are applied at the discretion of the principal or his/her delegate taking into account the circumstances and severity and number of offenses*

*•Any and all disciplinary measures included in the school's Code of Conduct must be in alignment with the LBPSB Safe and Caring Schools Policy.*

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

The Clearpoint Elementary 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:

- Clearpoint Elementary commits to ongoing discussion with 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, Clearpoint Elementary commits to a follow-up discussion with any **witness** supporting the action taken by witness if a report was made.
- Clearpoint Elementary will not be indifferent to instances where **witnesses** to acts of violence or bullying fail to intervene or report such incidents to an adult in the building (bystander). In such cases, Clearpoint Elementary commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
- Clearpoint Elementary 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 principal or his/her delegate 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.

APPENDIX 1 – Conduct Report

**CLEARPOINT ELEMENTARY**

**CONDUCT REPORT**

Date:
Name of Student:
Homeroom Teacher:
Type of Inappropriate Behaviour:
_____ Rudeness      _____ Foul Language
_____ Rough Play      _____ Teasing
_____ Bullying      _____ Refusing to follow directions
_____ Pushing, tripping or hitting
_____ Other (please describe):
Details/Comments:

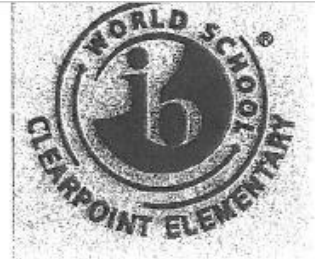
Please describe actions taken:	
Detention assigned: _____	Date: _____
Parents advised: _____	Date: _____
Referred to administration: _____	Date: _____
Other:	

Report filed by: \_\_\_\_\_

This report is given to the school administration.

APPENDIX 2 – Student Reflection Form

Reflecting on my behaviour



Date: \_\_\_\_\_

Name: \_\_\_\_\_

Why are you serving detention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please choose 3 IB Attitudes and/or Attributes that you can exhibit to help you with your recent unfavourable actions. Explain what each of these attitudes mean to you.

Attitude/Attribute: \_\_\_\_\_

Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attitude/Attribute: \_\_\_\_\_

Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attitude/Attribute: \_\_\_\_\_

Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your Action plan to fix this situation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor/Teacher/Principal's signature

\_\_\_\_\_  
Parent's signature

## APPENDIX 3 – Excerpt from Google Apps for Education Information Document (pp 3-4).

### **Guidelines for the responsible use of Google Apps for Education by students:**

- 1. Official Email Address:** All students will be assigned a *username@lbpearson.ca* email account. This account will be considered the student's official LBPSB email address until such time as the student is no longer enrolled with the Lester B. Pearson School Board.
- 2. Prohibited Conduct:** The school board has a set of guidelines regarding access to their services and a policy that outlines the appropriate use of these services (please refer to the policy *Appropriate use of digital communications and technologies* on LBPSB's Website).
- 3. Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Lester B. Pearson School Board. The Board maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
- 4. Security.** Along with Google we make every effort to keep the students' information as safe and secure as possible and to educate the students on the risks of working online (<http://dcp.lbpsb.qc.ca/>). Google has a page about trust on their site at <http://www.google.com/edu/trust> where most questions about confidentiality and access are answered. *Although Google does have a powerful content filter in place for email, the Board cannot assure that users will not be exposed to unsolicited information.*
- 5. Privacy.** Lester B. Pearson School Board School and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, the Board reserves the right to control the use of the Google Apps services, and, to this end, the right to access at any time, without prior notification, the information stored by any user within the Google systems.