



Anti-Bullying and Anti-Violence Plan

School: Beurling Academy

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): December 11, 2012

Keith Robertson

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Signature Governing Board Chair

Signature Principal

1. Analysis of the School's Situation:

The Beurling Academy Community pledges its support for the position of the Lester B. Pearson School Board's Safe and Caring School's policy with respect to school safety and security. To that end, Beurling Academy 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

- Beurling Academy will poll the student population twice per year through its Tell Them From Me survey to identify, among other areas, the student perception of bullying.
- Beurling Academy will commit to conducting the Staff Survey on Safe and Caring Schools with the support of the Student Services Department of the LBPSB.
- Beurling Academy commits to having standard written reports regarding reported incidents of violence or bullying.
- Suspensions related to bullying and violent behaviour will be recorded and included in the snapshot.
- Beurling Academy commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's MESA and to including a section on outcomes in its Annual Report on the MESA.

2. Prevention Measures:

The Beurling Academy 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

- Beurling Academy Code of Conduct will be distributed annually to all staff members and students, and parents will be asked to sign their child's copy. 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.
- Beurling Academy is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.

- Beurling Academy will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include:
 - Kids in the Know
 - Flash
 - Peaceful Schools Initiative
 - Making Tracks
- Beurling Academy will commit to a minimum of one presentation annually (play, team building activity, concert, etc.) which focuses on the theme of anti-violence or anti-bullying.
- Beurling Academy commits itself to including messages regarding anti-violence and anti-bullying during student assemblies or rotating class visits over the course of the academic year.

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 Beurling Academy 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, 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 2008, p.4

Proposed Steps

- Beurling Academy shall review and distribute the LBPSB Anti-bullying, Anti-Violence document on an annual basis. A permanent link to this document will be maintained on the Beurling Academy website.
- Beurling Academy will post information or links on its school website with relevant parent information regarding bullying, being a responsible bystander, internet safety, cyber-bullying, etc.
- In collaboration with its Governing Board and Home and School, Beurling Academy may choose to present parent information sessions on specific topics of bullying and violence.
- Beurling Academy 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 is achieved.

4. Procedures for Reporting:

All members of the Beurling Academy 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)

- Beurling Academy 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 Beurling Academy student who witnesses an act of bullying or violence is responsible to tell a staff member at school. Beurling Academy confirms that any verbal report given to a staff member from a student must be documented and followed-up as needed.

Proposed Steps (Parents)

- Members of the Beurling Academy 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 Beurling Academy 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 being taken.
- Beurling Academy 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.
 - Email
 - Visit by appointment

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

No member of the Beurling Academy 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 Beurling Academy 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 Beurling Academy 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's personal safety, he/she must intervene immediately.
- 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 Beurling Academy 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 Beurling Academy 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.
- Any member of the Beurling Academy 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.

6. Measures to Protect Confidentiality:

As part of the investigative and follow-up processes, Beurling Academy is committed to maintaining fair, accurate and confidential records of each reported incident of bullying or violence. 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. Beurling Academy 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 Beurling Academy 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.
- All parties acknowledge that Beurling Academy personnel are not obliged to share information about another student with anyone but other staff and parents of the student involved.

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

All members of the Beurling Academy 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):

- A staff member will determine the severity through a discussion with the student. The adult may be a classroom teacher, administrator or another staff member with whom the student is comfortable talking.
- A staff member 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.
- In some cases, the school team may suggest a referral to the school social worker or make a CSSS referral for victim services.

Proposed Steps (Bystander):

- Following the incident, an intervention may be held with any bystanders to determine their role in the incident. Depending on the severity of the incident, discussions may ensue in a group or individually, to debrief the event, discuss their role and if necessary to determine more appropriate actions in the future.
- Consequences are applied, if appropriate for students that are actively involved in encouraging the incident, for example: filming, posting, or sharing it.
- Beurling Academy 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 may have 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 adult who intervenes or adult who is told of an incident makes a report to the office (or the person designated to receive reports). Once an investigation has been completed and the incident is confirmed to be bullying and/or violence, the Beurling Academy 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.
- It is expected that following any intervention, the perpetrator must report to principal or designate for follow-up discussion concerning the incident in question.
- In any circumstance, intervention with a perpetrator of an act of violence or bullying at Beurling Academy may include a therapeutic intervention as a means of support. Such interventions may include:
 - Referral to an outside organization for support (CSSS)
 - Making Tracks
 - Temporary or permanent placement in alternate class in school
 - FSSTT Type II Consultation

8. Disciplinary Sanctions:

The Beurling Academy 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 school population 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:

- Detention of the perpetrator may be requested. During this time there is a discussion with the supervising staff member, victim, and bystanders about the incident.
- Students may lose basic school privileges (lunch hour, recess) for a designated length of time.
- Students may lose right to participate in extra-curricular activities, athletics, and attendance at school events.
- Planning Room periods with stated objectives with respect to reflection and discussion of offending conduct.
- Referral for anger management program
- Community Service either inside or outside of the school setting.
- Out-of-school suspension with re-entry meeting with parents and students.
- Recommendation to move the student to another school or to expel from the Board.
- Involvement of the Police.

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 Beurling Academy 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:

- Beurling Academy will hold follow-up discussions with the **victim** and his/her parent, if necessary, regarding the school's intervention.
- Should it be considered necessary, Beurling Academy commits to a follow-up discussion with any **witness** supporting the action taken by the witness if a report was made.
- Beurling Academy 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.
- A summary report of the incident is sent to the Director General or his/her delegate.