



**Pierrefonds  
Comprehensive  
High School**  
To Strive To Seek To Find

# Anti-Bullying and Anti-Violence Plan 2017 – 2018

## GOAL:

To prevent and stop all forms of bullying and violence targeting a student, a teacher or any other staff member. To work with all of our students, staff and parents in creating a safe and caring learning environment for everyone at Pierrefonds Comprehensive High School.

## DEFINITIONS:

**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 injures, hurts, oppresses, intimidates or ostracizes. (Article 13, Education Act)

**Violence:** refers to any intentional demonstration of force of a verbal, written, physical, psychological or sexual nature 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):** November 14<sup>th</sup>, 2017

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Signature Governing Board Chair

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Signature Principal



## **1. ANALYSIS OF THE SCHOOL'S SITUATION:**

The PCHS community pledges its support of the Lester B. Pearson School Board's Safe and Caring Schools Policy with respect to school safety and security. To that end, PCHS 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**

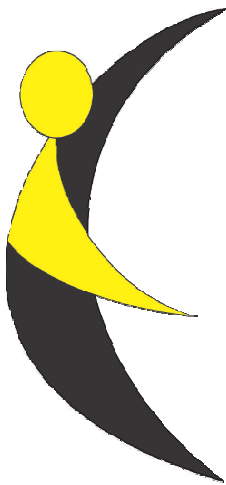
- PCHS will poll the student population (2017 – 2018 Sec. I & IV) twice per year (November/April) through its Tell Them From Me survey to identify the student perception of bullying. The survey establishes the situation and allows for the implementation of actions and strategies.
- PCHS commits to having standard written reports completed by staff, students and parents regarding reported incidents of violence or bullying.
- PCHS will include Transportation/Bus Reports related to acts of bullying or violence as part of the general snapshot of the school's situation.
- In-school suspensions (ISS) and out-of-school suspensions (OSS) and expulsions related to bullying and violent behaviour will be recorded and included in the snapshot.
- PCHS will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.

## **2. PREVENTION MEASURES:**

The PCHS 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 PCHS Rules of Conduct & Behaviour will be distributed annually to the school community via the agenda and the school website. The code will be discussed and referenced in various communications with students and parents throughout the year so it remains an active document within the context of this plan.
- PCHS is committed to the goals and objectives of the LBPSB Digital Citizenship Program and its implication in the plan.
- PCHS will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include:



- TTFM – Tell Them from Me
  - FLASH (Friendship, Love, And Sexual Health)
  - Peaceful Schools Initiative
  - Gay Straight Alliance
  - Pink T-Shirt Day
  - Acceptance and Awareness Week
  - Mindful Tag
  - Mindful Detentions
  - Dharana Room – teach stress relaxation through mindfulness
  - Amcal
  - YMCA
  - Girls Night: Empower and Unite
- PCHS 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.
  - PCHS will continue to provide the venue for elementary schools to conduct anti-bullying sessions.
  - PCHS will continue to promote the peer mediation program through classroom visits.

### **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 PCHS community includes parents and it is therefore necessary that parents be 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, p3.*

#### **PROPOSED STEPS**

- PCHS will review and distribute the school’s Rules of Conduct and Behaviour on an annual basis. A permanent link to this document will be maintained on the PCHS website.
- PCHS 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 as determined by administration.
- PCHS commits to periodic follow-up communication (through our Student Services Team and community members) 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 PCHS community are entitled to a safe, non-threatening and easily accessible process for reporting incidents of bullying or violent behaviour 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)**

- PCHS 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 PCHS student who witnesses an act of bullying or violence is responsible to tell a staff member at school, and 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.
- PCHS 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 PCHS 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 encouraged to contact the school administration. This contact and subsequent follow-up will be documented by PCHS personnel.
- The school, to be assured that the situation is being investigated and that appropriate action is being taken, will contact the reporting parent while ensuring confidentiality of the parties involved.
- PCHS 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

## 5. ACTIONS: WHEN OBSERVING A BULLYING OR VIOLENT ACT

No member of the PCHS 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 PCHS staff will be committed to a zero indifference policy with respect to acts of violence or bullying or reports of said acts. All reported acts will be investigated by an administrator.
- A PCHS 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, the students are not referred to administration. However, an intervention report must be filed and submitted to the principal if the staff member considers the incident to be one of violence or bullying.
  - The staff member may determine that the students 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 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.
- Any PCHS 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 Section 4 of this plan) Any recording of a bullying incident or an act of violence is prohibited and may result in a school suspension.
- Any member of the PCHS parent community who is witness to an act of bullying or violence is recommended to report that incident directly to the school administration. The steps that are undertaken by school administration include investigation of the report, appropriate measures taken and appropriate follow-up as per Section 4 of this plan.

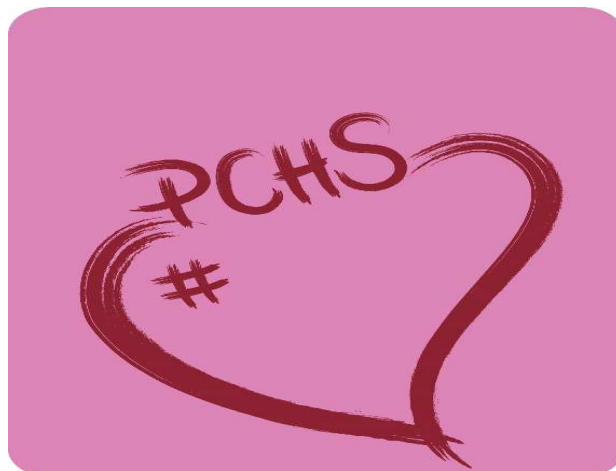
*Note: all PCHS reports regarding incidents of violence and/or bullying must be forwarded to the appropriate Regional Director in cases where students are excluded from their regular course of studies as a consequence of their actions.*

## 6. MEASURES TO PROTECT CONFIDENTIALITY:

As part of the investigative and follow-up process, PCHS 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. PCHS 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 PCHS anti-bullying and anti-violence plan will be reviewed annually and all staff will be reminded that every incident and the follow-up must be kept confidential.
- All reports of bullying and/or violence will be kept by the school principal or his/her delegate.
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- Members of the PCHS community agree that in all cases involving minor students, information shared should be on a need-to-know basis only.
- All parties acknowledge that PCHS personnel are not to share information about the implicated students with anyone but other staff, administrator and parents of the students who are involved.



## **7. SUPERVISORY OR SUPPORT MEASURE FOR VICTIM, WITNESS AND PERPETRATOR:**

All members of the PCHS community will endeavour 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 4 of the plan.

### **PROPOSED STEPS (VICTIM)**

- A staff member will determine the severity and frequency of the incident(s) through a discussion with the student. This may be the classroom teacher, administrator or another staff member with whom the student is comfortable talking.
- A PCHS staff member will conduct scheduled follow-up meeting(s) 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.
- Parents will be informed of the incident and updated until the situation is resolved. Referral for counselling through the LBPSB Student Services Department or through an outside organization will be requested when deemed appropriate.
- In some cases, the school team may suggest a referral to the school social worker or make a CIUSSS Ouest de l'Île referral for victim services.
- The PCHS team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The victim will be engaged in discussion or follow-up meeting(s) with their support contact to ensure establishment of a sense of security.

### **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 who are actively involved in encouraging the incident (e.g. video or photo).



## PROPOSED STEPS (PERPETRATOR)

- The initial intervention with the perpetrator is managed by the PCHS staff member who intervened and the incident is reported to the office.
- 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, PCHS may refer the perpetrator and his/her parents to support services available to the school.
- PCHS 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 as well as support, as per Section 3.
- In any circumstance, intervention with a perpetrator of an act of violence or bullying at PCHS may include a therapeutic intervention as a means of support.



## **8. DISCIPLINARY SANCTIONS:**

The PCHS 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. The safety of the whole, however, 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, November 2016, p3.

### **PROPOSED STEPS**

- Detentions
  - Loss of school privileges (trips, extra-curricular activities, sports)
  - ISS/In-School Suspension
  - Planning Room
  - Central Planning Room
  - Community Service (in or out of school)
  - OSS/Out-of-School Suspension
  - Referral for anger management
  - Expulsion
  - Police intervention/community service officer
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- 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 frequency of offences.
  - Any and all disciplinary measures included in the school’s Rules of Conduct and Behaviour must respect the LBPSB Safe and Caring School’s Policy.

## **9. REQUIRED FOLLOW-UPS:**

The PCHS community recognizes that once the initial investigation and response process has been completed, 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**

- PCHS commits to ongoing discussion with the victim.
- PCHS commits to supporting witnesses where necessary.
- PCHS 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, PCHS commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
- PCHS will meet with the perpetrator and his/her parent to discuss possible further sanctions and further consequences if another act occurs.
- A summary report of the incident and follow-up measures taken are sent to the Director General or his/her delegate.