



School: Allion Elementary 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 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 ostracises.

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:

James Benn, PRINCIPAL: _____

Marie-France Lacombe, TEACHER: _____

Karen Gallant, TEACHER: _____

Stephanie Cirino, TEACHER: _____

Approved by Allion Governing Board on 2017-03-13

Christina Jama, Governing Board Chair

James H. Benn, Principal

1. Analysis of the School's Situation:

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

- Allion Elementary School will poll the student population twice per year (November/April) through its Tell Them From Me 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.
- Allion Elementary School will commit to conducting the Staff Survey on Safe and Caring Schools or another survey with the same intent with the support of the Student Services Department of the LBPSB at least once every two years and administered by a non-teaching professional assigned to Allion Elementary School.
- Allion Elementary School commits to having standard written reports completed by staff, students and parents regarding incidents of violence or bullying.
- Allion Elementary School will include Transportation/Bus Reports related to acts of bullying or violence as part of its general snapshot of the school's situation.
- In-school and out-of-school suspensions and expulsions related to bullying and violent behaviour will be recorded and included in the snapshot.
- Other indicators such as the number of student reflections, frequency and types of interventions made by peer mediators, the FSSTT Technician, and other staff members may also be used to generate a general picture of the school climate.
- Allion Elementary School will keep a general record of referrals to the office.
- Allion Elementary School commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's Educational Project, including a section on outcomes in its Annual Report on the Educational Project of the school.

2. Prevention Measures:

The Allion Elementary 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 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 Allion Elementary School Code of Conduct will be made available to all school members and parents annually. 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.
- Allion Elementary School is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- Allion Elementary School will continue to implement programs and initiatives which foster positive relationships and attitudes and learning environments, thereby precluding violence and bullying over the course of each school year. These programs include:
 - Kids in the Know
 - Peaceful Schools Initiative
 - Social Justice Club
 - Senior Leadership
 - Yoga
 - Zones of Regulation
 - Breathing Break / Brain Break / Movement Break
 - ReBoot
 - ReCharge
 - Intramural Sports
 - AI's Pals
 - Peer Mediators
 - Lion's Den Reflection
 - Dynamix
 - Lion's Roar & R-S-R
 - Friendship Circle
 - Champions for Life
 - Social skills program with FSSTT
- Allion Elementary School will commit to a minimum of one presentation annually by an outside organization highlighting positive play, team building, etc. which focuses on the theme of healthy living and socialization.
- Allion Elementary School commits itself to including messages regarding positive social

interaction and healthy living and socialization during student assemblies or rotating class visits over the course of the academic year.

- Allion Elementary School will engage in ongoing student/teacher/staff/governing board information sessions on bullying, homophobia/transphobia, and prevention.

3. Measures to Encourage Parental Collaboration:

Parent collaboration and cooperation is critical to the success of any plan to promote positive social interaction in schools. The Allion Elementary 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 also believes that the school board's administrators, staff, parents, students, volunteers and all those present in the school's environment have a responsibility to ensure that the right to be safe and secure is upheld. This includes the responsibility to report or safely intervene in all incidents that compromise the safety and security of others."

LBPSB Policy on Safe and Caring Schools, November 2016, p.3

Proposed Steps

- Allion Elementary School shall review and distribute the school's Anti-bullying, Anti-Violence Plan on an annual basis. A permanent link to this document will be maintained on the Allion Elementary School website.
- The Allion Elementary School Code of Conduct will be made available to members of the school community online and in print.
- Allion Elementary School will post information or links on its school website with relevant parent information regarding bullying, being a responsible by-stander, internet safety, and cyberbullying.
- Allion Elementary School will share strategies at parent meetings with classroom teachers and discuss current classroom practices with respect to this plan.
- Allion Elementary 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, Allion Elementary 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.
- Regarding students who have been identified as having behavioural difficulties, the

school principal or classroom teacher shall make initial contact with parents at the beginning of the school year to discuss planning for a successful school year. Ongoing success includes contact from the school to reinforce and praise positive behaviours.

4. Procedures for Reporting:

All members of the Allion Elementary School 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)

- Allion Elementary School will take every possible measure to protect the identity of parties reporting incidents of bullying and/or violence. At the same time, we will take every possible measure to ensure that the identified perpetrator is fully apprised of the details of the report made against him/her.
- Any Allion Elementary School student who witnesses an act of bullying or violence is responsible to tell a staff member at school 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.
- Allion Elementary School confirms that any verbal report given to a staff member from a student must be reported to the classroom teacher or the principal and followed-up as needed.

Proposed Steps (Parents)

- Members of the Allion Elementary 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 Principal, their designate or classroom teacher. This contact and subsequent follow-up will be documented by Allion Elementary 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 being taken. Further details will be limited in order to insure confidentiality of parties involved.
- Allion Elementary School invites the following forms of contact from parents:
 - Direct phone call to school administrator.
 - Letter or email detailing issue or incident addressed to school administrator or classroom teacher.

- Completion of a reporting form, available from the school office.

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

No member of the Allion Elementary 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 Allion Elementary 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.
- An Allion Elementary School 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 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.
 - The staff member may determine that the person 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.
- An Allion Elementary 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 Allion Elementary 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 protocols (refer to 4 in this plan).
- Any member of the Allion Elementary School 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.

Please note: All Allion Elementary 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, Allion Elementary 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. Allion Elementary 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 Allion Elementary 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 principal or his/her delegate.
- The above named reports will be kept on file by the administrator
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- Members of the Allion Elementary 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 Allion Elementary School 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 Victim, Witness, and Perpetrator:

All members of the Allion Elementary School 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 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.
- An Allion Elementary School staff member will conduct 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 when deemed necessary 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 victim 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 CSSS (CLSC LaSalle) referral for victim services.
- The Allion Elementary School team may suggest the involvement of the victim in a social skills group.
- The Allion Elementary School team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The Allion Elementary 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, 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.
- Allion Elementary School 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 the 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 Allion Elementary School staff member who intervened and the incident is reported to the administrator (or the person designated to receive reports).

- The adult who intervenes or adult who is told of an incident makes a report to the administrator (or the person designated to receive reports) with a request for follow-up investigation. Once an investigation has been completed and the incident is confirmed to be bullying and/or violence, the Allion Elementary School 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.
- In cases where it is deemed necessary and appropriate, Allion Elementary School may refer the perpetrator and his/her parents to support services available to the school.
- Allion Elementary School is responsible to inform parents of their right to request assistance from the person designated by the School Board for referral to support services.
- It is expected that following any intervention, the perpetrator must report to the principal or his/her designate for follow-up discussion concerning the incident in question.
- Parents are expected to collaborate and be part of the plan which may include 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 Allion Elementary School may include a therapeutic intervention as a means of support. Such interventions may include:
 - Referral to an outside organization for support (CSSS/CLSC)
 - Referral to REACH
 - Referral to Special Ed. Tech./FSSTT Tech./Social Aide Tech.
 - Temporary or permanent placement in alternate class in school
 - Placement in an in-school alternative program or referral to outreach system.
 - FSSTT Type II Consultation
 - Intervention of CSSS (CLSC) Social Worker
 - Alternative suspension at LaSalle Boys and Girls Club (Cycle 3 students ONLY)
 - Helplines
 - Community Service with a community partner

8. Disciplinary Sanctions:

The Allion Elementary School Community is committed to applying fair, consistent and appropriate sanctions in all cases where it has been 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 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 as well as the school's anti-bullying and anti-violence plan. Whenever possible, the disciplinary action should allow for effective learning. As part of the total teaching and learning

process, the action should promote the development of integrity, accountability, personal ethics and self-management."

LBPSB Policy on Safe and Caring Schools, November 2016, p.7.

Proposed Steps:

- The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. If the adult decides no further follow-up is required, a report will go to the Principal.
- Allion Elementary School may request the supervision of the perpetrator during free time; i.e. must be shadowed by a supervisor during recess and at lunch time.
- An in-school detention of the perpetrator may be requested. During this time there is a discussion with the supervising staff member about the incident and how to better deal with similar situations should they occur.
- Allion Elementary 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.
- Students may lose basic school privileges (lunch hour, recess) for a designated length of time.
- Allion Elementary School may implement a structured supervision plan of the perpetrator during free time where he/she is shadowed and monitored in his/her actions.
- In-school suspension supervised by Allion Elementary School personnel.
- Out-of-school suspension with progressive re-entry.
- Out-of-school suspension with re-entry meeting with parents and students. A plan is developed for the student and agreed to by all. Teachers and staff implicated are informed of the plan.
- Recommendation to move the student to another school or to expel from the Board.
- Involvement of the Police
- Parent informed and possible meeting set up
- Reflection Time (supervised)
- Resource Support
- Loss of school privileges, extra-curricular activities, attendance at outside events, etc.
- Referral for outside services

- **Clearly articulated progression of consequences:**
 - 1st Offence: Mediation takes place (students & principal; parents involved)
 - 2nd Offence: The student may be suspended in-school and the parents will be called in for a meeting. Community Service/Restitution may be requested and there will be a loss

of privileges.

- 3rd Offence: Out-of-school suspension or alternative suspension; possible involvement of an outside agency; possible involvement of police
- 4th Offence: Longer out-of-school suspension with progressive re-entry; police involvement; possible removal from Allion

•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 offences

•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 Allion Elementary School Community recognises 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:

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

10. Code of Conduct for Parents/Guardians/Visitors

Rationale:

At the Lester B. Pearson School Board (LBPSB), we believe students, staff and parents (or guardians) are entitled to a safe and caring environment in which to learn and work. Central to the Code of Conduct for Parents/Guardians/Visitors is the understanding by each member of the school/centre community of the behavioural expectations established by LBPSB. A willingness to accept responsibility for one's actions and conduct are fundamental to the Code of Conduct for Parents/Guardians/Visitors.

The intention of the Code of Conduct is to clearly define the expected conduct for all Parents/Guardians/Visitors when they are at LBPSB schools/centers or at school-sanctioned events. This will enable us to continue to flourish and succeed in an atmosphere of mutual respect.

Aim:

That all members of the school/centre community treat each other with respect.

Expectations:

In order to support a safe and caring environment, the school/centre will not tolerate:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a school/centre or school/centre-sanctioned event.
- Using loud or offensive language, swearing, cursing or using profane language, in person or over the phone.
- Threatening harm or the use of physical aggression towards another adult or child.
- Harassment or intimidation of any kind.
- Abusive or threatening emails or text/voicemail/phone messages or other written communications.

The above behaviours will be dealt with by the school and/or school board administration. The school/centre and/or school board reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse. School/centre premises are private property and parents, guardians or visitors have been granted permission from the school/centre to be on their premises. However, in the case of unacceptable behaviour the school/centre may ban the parent(s), guardian(s) or visitor(s) from entering the school or school board premises.

Unacceptable behaviour may result in the Police being informed.