



## ST. PATRICK'S HIGH SCHOOL ANTI-BULLYING AND ANTI-VIOLENCE PLAN 2018-2019-2020

### 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 our students, staff and parents in creating a safe and caring learning environment for everyone at St. Patrick's High School (SPHS).

### DEFINITIONS:

**Bullying:** refers to any repeated direct or indirect behaviour, 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 injuries, 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.

**Governing Board approval (date):** \_\_\_\_\_

\_\_\_\_\_






**Signature Governing Board Chair**

**Signature Principal**

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

The SPHS Community pledges its support for the position of the Central Quebec School Board's Safe and Caring School Policy with respect to school safety and security. To that end, SPHS 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 issues.

### **Proposed Steps:**

-  SPHS will poll the student population once a year (Spring) through the Compass Survey to identify the student perception of bullying. This survey establishes the situation and allows for the implementation of actions and strategies.
-  SPHS commits to having standard written reports completed by staff, regarding reported incidents of violence or bullying.
-  SPHS will include Transportation/Bus Reports related to acts of bullying or violence as part of the general snapshot of the school's situation.
-  SPHS will record any interventions (suspensions, expulsions, etc.) related to bullying and violent behaviour.
-  SPHS will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.

## 2. Prevention Measures:

The SPHS 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:





- ✚ SPHS Code of Conduct will be distributed to all school members and parents annually via the Student Agenda and website.
- ✚ SPHS is committed to the goals and objectives of the CQSB Policy on acceptable use of information technologies.
- ✚ SPHS will survey students through Compass Survey.
- ✚ SPHS 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.
- ✚ SPHS 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.
- ✚ SPHS will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include but are not limited to:
  - ✓ The Green Rainbow– School committee promoting tolerance and understanding of sexual diversity
  - ✓ Totem Group – How to cope with anxiety
  - ✓ Sentinels / Les Alliés – Suicide Prevention Network

### 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 SPHS Community includes parents and, therefore, 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 Central Quebec School Board believes that the school board's administrators, staff, parents, students, volunteer and all those present in the school's environment have a responsibility to ensure that every person has a right to the safeguard of his dignity, honor, and reputation." -CQSB Policy against all form of harassment for the students of the CQSB.

#### Proposed Steps:

-  SPHS shall review the CQSB "Policy against all form of harassment for the students" on an annual basis. A link to this document will be maintained on the SPHS website.
-  SPHS will post information or links on its school website and/or social media with relevant parent information regarding bullying, being a responsible bystander, internet safety, cyber-bullying, etc. (irightthewrong.com).
-  SPHS, in collaboration with its Governing Board and CQSB Parents' Committee, may present parent information sessions on specific topics of bullying and violence.
-  SPHS 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. We will also maintain periodic follow-up communications with the victim of bullying to ensure that the measures taken have been successful.

## 4. Procedures for Reporting:

All members of the SPHS 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):

- ✚ SPHS will respect the confidentiality necessary for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified perpetrator is informed of the report made against him/her.
- ✚ SPHS students who are witness to an act of bullying or violence is responsible to tell a staff member at school, and/or an adult at home 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 can produce the said report.
- ✚ SPHS confirms that any verbal report given to a staff member from a student must be documented and followed-up as needed.
- ✚ SPHS will also accept reports of bullying or violent incidents in the school, via email and the school website.

### Proposed Steps (Parents):

- ✚ Members of the SPHS 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 inform a staff member.
- ✚ This contact and subsequent follow-up will be documented by SPHS personnel. Within a reasonable timeframe of receiving the report, the reporting parent will be contacted by the school, to confirm receipt of report to be assured that the situation is being investigated and that appropriate action is being taken. Further details will be limited to ensure confidentiality of parties involved.

### SPHS invites the following forms of contact from parents:

- ✚ Direct phone call to school administrator
- ✚ Letter detailing issue or incident addressed to school administrator or staff member
- ✚ Email
- ✚ Website reporting

- ✚ Calling the police if necessary

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

No member of the SPHS 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 SPHS 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 SPHS staff member who observes or is made aware of a possible act of bullying or violence must intervene to assess the situation and act 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 the Principal (Vice Principal) 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 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 Police Officer.

**Note:** All SPHS reports regarding incidents of violence and/or bullying must be forwarded to the Director General 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, SPHS 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 because of its investigation and an indication of the intended follow-up. SPHS is committed to keeping these records confidential and secure to protect all parties regardless of their role in the incident.









### Proposed Steps:

- ✚ The SPHS Anti-Violence and 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.
- ✚ An online tracking/reporting/evaluating system is in place (ISM).
- ✚ In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- ✚ Members of the SPHS Community agree that, in all cases involving minor students, information shared should be on a need-to-know basis only.
- ✚ All parties acknowledge that SPHS personnel are not obliged to share information about a student.

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

All members of the SPHS 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.
-  A SPHS 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.
-  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 CIUSSS referral for victim services.
-  The SPHS team may suggest the involvement of the victim in a social skills group.
-  The SPHS team may suggest referral to an outside agency for support or services if it feels such services are warranted.
-  In all cases, victims of bullying or violence should have a reasonable expectation of feedback from an intervening adult figure in a timely manner 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 determine more appropriate actions in the future.
- ✚ Consequences are applied, if appropriate, for students that are actively involved in encouraging the incident.
- ✚ SPHS reserves the right to contact the parents of bystanders when it feels such contact is appropriate.
- ✚ If appropriate, as with victims, witnesses to acts of bullying or violence should have a reasonable expectation of feedback from an intervening adult figure in a timely manner to guarantee a sense of safety and security in the school.

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

- ✚ The initial intervention with the perpetrator is managed by the SPHS staff member who first intervened. The incident is then reported to the office.
- ✚ 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) with a request for a follow-up investigation. Once an investigation has been completed and the incident is confirmed to be bullying and/or violence, the SPHS Principal or his/her delegate meets with the perpetrator. The perpetrator is told of the report, discusses the incident and may be given a consequence.
- ✚ The perpetrator's parents are contacted 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, SPHS may refer the perpetrator and his/her parents to support services available to the school.
- ✚ It is expected that following any intervention, the perpetrator must report to the Principal or designate 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 Section 3 of this plan.











In any circumstance, intervention with a perpetrator of an act of violence or bullying at SPHS may include a therapeutic intervention as a means of support. Such interventions may include:

-  Referral to an outside organization for support (CIUSSS)
-  Referral to SHAMROCK
-  Social skills groups
-  Placement in an in an alternative program (Gestion Jeunesse)
-  Intervention of a CIUSSS social worker

## 8. Disciplinary Sanctions:

The SPHS 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, but that the safety of the whole will never be subordinate to that objective.

### Proposed Interventions:






-  SPHS may request the supervision of the perpetrator during free time.
-  Detention of the perpetrator may be requested.
-  A SPHS staff member may request that the perpetrator be 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.
-  In-school suspension supervised by SPHS personnel with stated objectives with respect to reflection and discussion of offending conduct.
-  Referral to an anger management program.
-  Community service either inside or outside of the school setting.
-  School suspension with a re-entry meeting with the parents and student. 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 him/her from the Board.
-  Involvement of the police.

## 9. Required Follow-Ups:

The SPHS 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:**

-  SPHS commits to ongoing (case-by-case) 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, SPHS commits to a follow-up discussion with any **witness** who reported an incident.
-  SPHS 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, SPHS commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
-  SPHS 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/letter of suspension of the incident and follow-up measures taken are sent to the Director General or his/her delegate.