

Anti-Bullying and Anti-Violence Plan ***2018-2019***



HORIZON HIGH & ALTERNATIVE PROGRAMS

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, 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.

Analysis of the School's Situation:

The Horizon High & Alternative community pledges its support of the Lester B. Pearson School Board's policy with respect to school safety and security. To that end Horizon 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. It is our aim to focus on the positive actions and behaviours demonstrated by our students and staff. We will use school values to reflect and to take a stand in unpredictable situations, as we all agree and accept that rules cannot anticipate every situation. We will teach and demonstrate to our students the underlying values and the relevance of our “Code of Conduct” and how this relates to “Rights and Responsibilities” in life. The aim is to help our students develop a sense of self-discipline and responsibility in the school community and in their local home communities.

Horizon will poll the student population twice per year (November/April) through “Tell Them From Me” survey to keep a finger on the pulse of students’ perceptions of the extent of bullying

in the school community and the degree of impact of the actions and strategies pre-emptive or otherwise that are taken to create a safe environment.

Prevention Measures:

The Horizon 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. In order to protect the basic rights of all members of the school community and to ensure that all students receive a solid educational experience; each student has the obligation to respect the rules outlined in the “Code of Conduct”. Failure to comply with these rules will bring about specific disciplinary consequences. These consequences will be applied according to the severity of the infraction, its frequency or both. HORIZON CODE OF CONDUCT will help to promote a safe and caring school environment. These rules are applicable at all times..



RULE

Aggression :

Physical or verbal aggression and/or intimidation are not acceptable

Defying Authority:
of any adult working in the building, or peers assigned a role of responsibility

Property of Others:

Vandalism, stealing, or destroying property is not acceptable and is against the law. Appropriate use of school property is expected.



REASON

Violence is not acceptable in society at large. We must all feel comfortable and safe in the school. Respect of others and one's self is necessary for a calm and secure environment.

In order that our school run efficiently and calmly it is expected that all students will respect adults and follow what is being required of them.

It is against the law. In order to live well with ourselves and our neighbours we must respect each other and their property.



POSSIBLE CONSEQUENCES

Depending upon frequency and/or severity:
Verbal warning, parents contacted, reflection, loss of recess privileges, parents contacted, principal involved, police involved, in-schoolworkroom, or OSS suspension.

Depending upon frequency and/or severity: Verbal warning, reflection, loss of recess privileges, parents contacted, principal involved, in-school workroom, or OSS suspension depending on severity.

Depending on the situation:
parents contacted, OSS, restitution of property, community service, principal involved, police involved.

Transportation

Behaviour: No pushing, shoving or name calling are allowed. Immediate positive response to authority is expected.

All students and adults should feel free and safe in transport at all times. By listening and being respectful we have a more relaxed time of travel

Loss of transportation privileges for increasing amounts of time, Phone call home; principal involved, repeated offences will result in a suspension of transportation privileges. Transportation is a privilege and not an mandatory.

Hallway Behaviour:

Quiet level of voice; no inappropriate language; Respectful attitude towards peers and adults.

This is common practice in society. Quiet in the halls shows respect for those working in classes.

Reflection, practice of appropriate hallway behaviour under adult supervision until understood, phone call home, recess privilege revoked/detention, principal involved.

The lists of consequences are not necessarily chronological. The principal reserves the right to suspend a student immediately.

Horizon High & Alternative Programs is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its education of cyber responsibility.

The Horizon High & Alternative Programs anti-violence/anti-bullying plan will be reviewed annually at the opening staff meeting for the school year and all staff will be reminded that every incident and the follow-up must be kept confidential.

We will engage in student/teacher/staff/ information sessions on prevention strategies and will include references of these themes at different gatherings such as Curriculum Night and Report Card Meeting evenings.

Measures to Encourage Parental Collaboration:

"The Lester B. Pearson School Board (as a whole) 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

Parent collaboration and cooperation is critical to the success of any plan to eliminate bullying and violence in schools. It is understood that parents are to 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 in order to problem solve. Preventive discussions at home will help in the overall comportment of a child.

Procedures for Reporting:

All members of the Horizon 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.

STUDENTS

You saw an incident involving bullying or violence and you want to report it... **What do you do?**

You can fill out a report describing what you witnessed: **name the place where it happened.**

Any 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



You can hand in the report to the school office: **write your name.** **OR**



You can send an email to the following address: **cturner@lbpsb.qc.ca.**



At any time, you can talk to an adult in the school AND to your parents.



You can visit the website

at <http://irightthewrong.com> and check out the **YOUTH** section

The school will get in touch with you and explain how we will help you regarding the situation you saw. Students involved will not know about your report since this information remains strictly confidential.

Parents

Members of the 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 Horizon 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 ensure confidentiality of all parties involved.

We invite 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

SCHOOL STAFF

You saw an incident involving bullying or violence and you want to report it... **What do you do?**



YOU ACT: - Stop the violence in 5 steps (see below)



Fill out a report and hand it in to the school office.

The school will contact you to:

- Inform you that your report has been received and that follow-up will ensue
- Advise you of initiatives taken to evaluate the situation (e.g. persons contacted, whether or not bullying is involved, response and collaboration of parents).
- Verify if the understanding of the situation corresponds to what you have observed.
- Inform you about actions undertaken or planned regarding the perpetrator(s) and witness(es) as well as planned support for the victim
- Discuss any future actions and your continued role, if applicable.
- Agree on timing of the next communication, if applicable.

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

All Horizon 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. We are committed to responding to and investigating any report we receive which suggests that an incident has taken place amongst our population. Furthermore, we are committed to considering all available facts in a timely and efficient manner.

Stopping the violence in 5 steps

Stop the behaviour as witnessed

1

Defining the type of violence witnessed (physical, verbal, cyberspace, social, discrimination, related to gender and sexuality, intimidation)

2

Focus on our school's position:
"We do not accept disrespectful and hurtful behaviour"

3

Insist on a change of behaviour and state the measures to be applied if the situation merits.
(invite the victim to speak out)

4

Verify the situation with the student victim and pass on the information by filling in a report and handing it in to the school office.

5

Intimidation occurs when:

1. There is an intention to do harm
2. There is a power imbalance
3. The victim feels threatened
4. Acts and verbal threats are repeated

1. Measures to Protect Confidentiality:

As part of the investigative and follow-up processes, we are 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 incident(s) in question, the steps taken by the school as a consequence of its investigation and indication of intended follow-up. Horizon is committed to keeping these records confidential and secure so as to protect all parties regardless of their role in the incident.

- Our anti-violence/anti-bullying plan will be reviewed annually at which time all staff will be reminded that every incident and the follow-up must be kept confidential. Information shared should be on a need to know basis only.
- All reports of bullying and/or violence will be kept in a secure location under the supervision of the school principal.
- All parties acknowledge that Horizon personnel are not obliged to share information about another student with anyone, other than with appropriate staff and parents of that student

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

All members of the Horizon 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 4 of the plan.

(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 staff member will conduct scheduled follow-up meetings with the student to ensure the bullying or violence has stopped. The degree of support offered at these meetings and their frequency shall depend upon the feedback from the victim regarding the current circumstance.
- In some cases, the school team may suggest involvement in a social skills group, a referral to the school social worker or make a CSSS referral for victim services, may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board or suggest a referral to an outside agency for support or services if it feels such services are warranted.
- (Bystander): Horizon staff 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, we commit to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances. Following the incident, an intervention may be held with any bystander(s) 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. Horizon staff reserves the right to contact the parents of bystanders when it feels such contact is appropriate.

(Perpetrator): The initial intervention with the perpetrator is managed by the staff member who intervened and the incident is reported to the office.

- The adult who intervenes or adult who is told of an incident makes a report to the office 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 Principal meets with the perpetrator. The perpetrator is told of the report, discusses the incident and is given a consequence. It is expected that following an intervention, the perpetrator must report to the Principal for follow-up discussion concerning the incident in question.
- 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. Horizon will inform parents of their right to request assistance from the School Board for referral to support services or to engage in other support services outside of the School Board.

Disciplinary Sanctions:

The Horizon High & Alternative Programs are 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.

"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.

*Please refer to our School Code of Conduct mentioned

Required Follow-Ups:

The Horizon 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. Official reporting forms will include a "date of follow-up" box which will indicate a date on which the issue will be revisited by the Principal or his/her delegate for confirmation that problem is resolved.