



HORIZON HIGH SCHOOL & ALTERNATIVE PROGRAMS

ANTI-BULLYING AND ANTI-VIOLENCE PLAN 2022-2023

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 School & Alternative community pledges its support of the Lester B. Pearson School Board's [Safe and Caring Schools Policy](#) with respect to school safety and security. 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 once per year (or as mandated) through "Our School" 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 disciplinary consequences. These consequences will be applied according to the severity of the infraction, its frequency or both. The Horizon Code of Conduct will help to promote a safe and caring school environment. These rules are applicable at all times.

RULE	REASON	POSSIBLE CONSEQUENCES
Aggression: physical and verbal aggression as well as intimidation are not acceptable.	Violence and intimidation are not acceptable. Respect of others and one's self is necessary for a calm and secure environment.	Depending on frequency and/or severity: <ul style="list-style-type: none"> • verbal warning • parents contacted • reflection • in-school workroom • out of school suspension • Alternative suspension • police involvement
Defying Authority: of an adult working in the building or peers assigned a role of responsibility	In order for our school to run in a calm and efficient manner, it is expected that all students will respect adults and follow what is being required of them.	Depending on frequency and/or severity: <ul style="list-style-type: none"> • verbal warning • parents contacted • reflection • in-school workroom • out of school suspension • Alternative suspension
Property of Others: Vandalism, stealing or destroying property is not acceptable and is against the law. Appropriate use of school property is expected.	It is against the law. In order to live well with ourselves, others and our neighbours, we must respect each other and their property.	Depending on frequency and/or severity: <ul style="list-style-type: none"> • verbal warning • parents contacted • Restitution of property • Community service • in-school workroom • out of school suspension • Alternative suspension • police involvement
Behaviour in School: Respectful attitude towards peers and adults. Inappropriate language, racial slurs and degrading language are not acceptable.	This is common practice in society. In order to exist together peacefully in society it is important to respect our differences.	Depending on frequency and/or severity: <ul style="list-style-type: none"> • verbal warning • parents contacted • reflection • recess detention • in-school workroom • out of school suspension • Alternative suspension
Behaviour during Transport: No pushing, shoving, throwing things or name calling is allowed. An immediate positive response to authority is expected.	All students and adults should feel safe in transport at all times. Through listening and being respectful we have a more relaxed travel time.	Depending on frequency and/or severity: <ul style="list-style-type: none"> • Parents contacted • Letter of warning • Loss of transportation privileges for increasing amounts of time • Suspension of transport <i>Transportation is a privilege and is not mandatory.</i>
Cyber Misconduct: Any inappropriate use of social media that is deemed to constitute an act of bullying, intimidation, harassment or violence is unacceptable.	No technological devices may be used to invade the personal privacy of other students, teachers, or staff members, or disrupt the safe and secure culture for learning.	Depending on frequency and/or severity: <ul style="list-style-type: none"> • verbal warning • parents contacted • reflection • in-school workroom • out of school suspension • Alternative suspension • Police involvement

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

The Horizon High School & 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 Intake Night and Parent/Teacher Interviews.

Measures to Encourage Parental Collaboration:

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 and 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 the report in to the school office
- You can call the school at 514.798.8707 to speak to administration
- You can send an email to the following address: bmatlin@lbpsb.qc.ca or to sabunowara@lpbearson.ca
- At any time, you can talk to an adult in the school and to your parents
- Complete the on-line form found at this link: [CLICK HERE](#)
- 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 514.798.8707

- Email detailing issue or incident addressed to school administrator or classroom teacher

SCHOOL STAFF

- You saw an incident involving bullying or violence or if you are a victim of it and you want to report it.

What do you do?

- You act - Stop the violence in 5 steps (see below)
- Fill out an incident 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
- 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
- Fill out an incident report

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

1. Stop the behaviour as witnessed
2. Define the type of violence witnessed (physical, verbal, internet, social, discrimination, related to gender and sexuality, intimidation)
3. Focus on our School's Position - ***We do not accept disrespectful and hurtful behaviour***
4. Insist on a change in behaviour and state the measures to be applied if the situation merits (invite the victim to speak out)
5. Verify the situation with the student victim and pass on the information by filling in an incident report and forwarding it to administration

Intimidation occurs when:

- There is an intention to do harm
- There is a power imbalance
- The victim feels threatened
- Acts and verbal threats are repeated

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 (except police and regional director), 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 Step 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 CIUSSS 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:

Horizon High School & 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. Please refer to our School Code of Conduct for further information.

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. In order to move forward and ensure positive relationships and a safe school environment, mediation between parties involved will take place in a timely manner. 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 the problem is resolved.