

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

**School:** Westwood High School-Junior Campus

**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 behavior, 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.

**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.

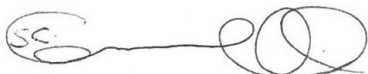
## **Members of the anti-bullying and anti-violence team:**

Nicholas Hayter


Melissa Abrams

Jessica Neeley

**Governing Board approval:** Wednesday November 14th, 2018



Signature Governing Board Chair



Signature Principal

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

The Westwood Junior High 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, Westwood Junior High 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

- Westwood Junior High School will poll the student population twice per year (Fall/Spring) through the 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. This survey will be used to measure the effectiveness of programs that WWJR has initiated to reduce the incidences of bullying. Before administering the survey, teachers will be asked to encourage students to answer the questions truthfully and to treat their answers seriously.
- Westwood Junior High School commits to having standard written reports completed by staff, students and parents regarding reported incidents of violence or bullying.
- Westwood Junior High School will commit to use the Referral for Disciplinary reasons (Green Sheets) Form. It will be completed by staff, regarding reported incidents of violence or bullying. Written reports by students, witnesses and parents will also be used and retained.
- Westwood Junior High School will include Transportation/Bus Reports related to acts of bullying or violence as part of its general snapshot of the individual and school's situation.
- Westwood Junior High School will record in-school and out-of-school suspensions related to bullying and violent behavior.
- Westwood Junior High School commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's Educational Project and to including a section on outcomes in its Annual Report.

## **2. Prevention Measures:**

The Westwood Junior High 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 Westwood Junior High School Code of Conduct will be distributed 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. Pertinent details are in the agenda and on the website as a reference for all stakeholders.
- Westwood Junior High School is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan. The pertinent details of the D.C.P. as it applies to WWJR will be communicated to the students and parents through the agenda and the WWJR web-site.
- Westwood Junior High School will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include:
  - Tell Them From Me Survey (sec. 1 & sec. 2)
  - Peaceful Schools Initiative
  - Digital Citizenship Program
  - Social Group
  - Pink T-Shirt Day/Anti-Bullying awareness
  - Orange Shirt Day
  - Hooked on Schools
  - Ensemble - Tolerance Caravan (Sec 1)
  - Healthy Schools Committee (Activities)
  - Care to Be Aware Day (sec. 2)
  - Student Leadership groups
  - Student Voice group

Westwood Junior High School will communicate with students and staff regularly to determine where the 'hot spots' are for bullying and violence are located, resulting in more diligent adult supervision in these areas.

- Westwood Junior High School 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.
- Westwood Junior High School 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.

### **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 Westwood Junior High 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 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 28, 2016. Page.3

#### **Proposed Steps**

- Westwood Junior High School shall review and distribute the WWJR Anti-Bullying, Anti-Violence Plan on an annual basis. A permanent link to this document will be maintained on the Westwood Junior High School website.
- The Westwood Junior High School Code of Conduct will be distributed annually to members of the school community on the school website. Parents will be asked to read and review the code of conduct with their child to ensure it is understood.
- Westwood Junior High School will post information or links on its school website with relevant parent information regarding bullying, being a responsible bystander, internet safety, cyber-bullying, etc.

- In collaboration with its Governing Board and the Home and School Association, Westwood Junior High School will present if available, parent information sessions on specific topics of bullying and violence.
- Westwood Junior High School commits to ongoing communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviors, until complete resolution of the problem. Additionally, Westwood Junior High School will ensure periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.
- Through the Guidance office and the planning room, contact will be made at the beginning of the year with students who require extra assistance to discuss how “we” want the year to be successful for the students who have been the victim of bullying, as well as those who have been the perpetrator. It is very important that the transfer of information regarding bullying and violent behavior between Grade 6 and Grade 7 remain strong. For students with behavioural challenges, contacting home when positive behaviours are seen will be beneficial.

#### **4. Procedures for Reporting:**

All members of the Westwood Junior 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.

#### **Proposed Steps (Students)**

- Westwood Junior High School 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 Westwood Junior High School student who witnesses an act of bullying or violence is encouraged 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.
- If a student has made a verbal report of a bullying or violent incident, he/she is also expected to provide a written report (on paper or electronically) documenting the incident(s) to allow for the proper follow up to take place. To write the report the student may request assistance from a staff member or adult at home.
- Westwood Junior High School confirms that any verbal report given to a staff member from a student must be documented and followed-up as needed. The staff member is legally obligated to communicate the report to administration and then support the investigation and follow up as the administrator follows the stated procedures.

### **Proposed Steps (Parents)**

- Members of the Westwood Junior High 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, the Vice-Principal, their designate or classroom teacher. This contact and subsequent follow-up will be documented by Westwood Junior High 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.
- Westwood Junior High School 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.
  - Email
  - Request for meeting with administration

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

All members of the Westwood Junior High School Community must report any witnessed acts of violence and bullying. We all must be 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 bound to consider all available facts in a timely and efficient manner.

### **Proposed Steps:**

- All Westwood Junior High School staff will be committed to taking action with acts of violence or bullying or reports of said acts. All acts or reports will be investigated.
- A Westwood Junior High 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, 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 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 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.
- A Westwood Junior High School student may intervene if the situation does not threaten his/her well-being and should seek the assistance of a staff member.
- Any Westwood Junior High School student who witnesses an incident of violence or bullying is obliged to 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 Westwood Junior High 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.
- All Westwood Junior High 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, Westwood Junior High 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. Westwood Junior High 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 Westwood Junior High School anti-violence/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.
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- Members of the Westwood Junior High 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 Westwood Junior High 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 Victims, Witness, and Perpetrator:**

All members of the Westwood Junior High School Community will be professional in their treatment of reported cases of bullying or violence. They will 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 Westwood Junior High School 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.
- Parents will be informed immediately 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 Westwood Junior High School team may suggest the involvement of the victim in a school run group.
- The Westwood Junior High School team may suggest referral to a social worker or an outside agency for support or services if it feels such services are warranted.
- The Westwood Junior High 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):**

If the situation does not threaten the individual who is a witness or who has been told of an incident, he/she must intervene immediately.

- 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. This may include video or audio recording, verbal encouragement, distribution and publication of images or video.
- Westwood Junior High 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 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 Westwood Junior High School 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 (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 Westwood Junior High 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, Westwood Junior High School may refer the perpetrator and his/her parents to support services available to the school.
  - Westwood Junior High 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 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 Westwood Junior High School may include a therapeutic intervention as a means of support. Such interventions may include:
    - Regular visits with Counsellor in Academic Training
    - Social Skills groups
    - Referral to an outside organization for support (CSSS)
    - Temporary or permanent placement in alternate class in school
    - Referral to alternative program
    - Intervention of CSSS Social Worker
    - Placement in in-school alternative program or referral to outreach system.
    - Planning Room Support
    - Another High School Planning room placement
    - Off-site long term planning room
- YMCA Alternative Suspension Program

## **8. Disciplinary Sanctions:**

The Westwood Junior High School 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 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.”

LBPSB Policy on Safe and Caring Schools, November 28, 2016. Page 7.

### **Proposed Steps:**

- The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. Adult decides no further follow-up is required. A report goes to the Principal.
- Detention of the perpetrator may be required. Parents are informed of the detention and the reason. During this detention, a discussion between the supervising staff member and the guilty party about the incident will take place including how to better deal with similar situations, should they occur.
- The adult who witnesses or is told of the incident 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.
- Mediation session(s).
- Loss of basic school free time (lunch hour, recess) for a designated length of time.
- Planning room periods with stated objectives with respect to reflection and discussion of offending conduct.
- In-school suspension supervised by Westwood Junior High School personnel.
- Restorative Justice Model : A restorative theory of wrongdoers acknowledging their fault and acceptance of consequences and asking for forgiveness from the individual and community instead of solely being disciplined by administration.
- Community Service either inside or outside the school setting.

- Out of school suspension with re-entry meeting with parents and student. A re-entry plan for returning to classes is developed for the student. Teachers and staff implicated are informed of the plan.
- Out of school suspension with progressive re-entry.
- Recommendation to move the student to another school or to expel from the Board.
- Involvement of the Police.
- Resource Support (TLC).
- Loss of school privileges, extra-curricular activities, attendance at outside events, etc.
- Cours a domicile / Home Study.
- Referral for appropriate outside services, if necessary.
- **Clearly articulated progression of consequences: (can include any or all of the above steps)**

*\*\*\*The parents of the victim are informed that at any time, they have the right to speak with the police and follow their advice.*

- 1st Offense: Mediation takes place with students and designated authority. If necessary other sanctions may be applied (i.e.suspension)
- 2nd Offense: the student is suspended. The administration may reach out to the Sureté du Québec -community liaison officer.
- 3rd Offense: The student is suspended and a referral will be made to an off-site planning room. The Sureté du Québec- community liaison officer will be contacted.
- 4th Offense: The student is suspended while alternative plans are finalized.

*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 offenses*

*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 Westwood Junior High School 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:**

- Westwood Junior High School will provide ongoing discussions 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, Westwood Junior High School commits to a follow-up discussion with any **witness**, supporting the action taken by witness if a report was made.
- Westwood Junior High School will follow up on reported instances where **witnesses** (bystanders) to acts of violence or bullying fail to intervene or report such incidents to an adult in the building. In such cases, Westwood Junior High School commits to making the **bystander** aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
- Westwood Junior High School administration or his/her delegate 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.
- Official reporting forms will include a "date of follow-up" box which will indicate a date on which issue will be revisited by principal or his/her delegate for confirmation that problem is resolved.
- A summary report of the incident and follow-up measures taken are sent to the Director General or his/her delegate.