



School : Maple Grove

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 in 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 cause 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.

Conflict: refers to a clash or disagreement based on principles, opinions or interests between two or more people.

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Governing Board approval: June 6, 2018

The document was approved, and then signed, by the governing board chair and principal.

1. Analysis of the School's Situation:

The Maple Grove Community pledges its support for the position of the Lester B. Pearson School Board's Safe and Caring School Policy with respect to school safety and security. To that end, Maple Grove 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 Plan for Analysis

- Maple Grove will poll the student population (Grade 4 to 6) twice per year 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.
- Maple Grove commits to having standard written reports completed by staff, students and parents regarding reported incidents of violence or bullying.
- Maple Grove 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.
- Maple Grove will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.
- Maple Grove commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's MESA and to including a section on outcomes in its Annual Report on the MESA.

2. Prevention Measures:

The Maple Grove 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 for Prevention

- The Maple Grove 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.
- Maple Grove is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- Maple Grove will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include:
 - Peaceful Schools Initiative
 - Awareness campaigns
 - Leadership for Grade 4, 5 and 6
 - Student reflection forms
 - FSSTT social groups
 - Virtues program
 - Peer Mediation
- Maple Grove 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.
- Maple Grove commits itself to including messages regarding anti-violence and antibullying during student assemblies and/or class visits over the course of the academic year.
- Maple Grove will engage in ongoing student, staff & Governing Board discussion sessions on bullying prevention.

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 Maple Grove 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, 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

Proposed Steps for Parental Collaboration

- Maple Grove shall review and distribute the Maple Grove Anti-bullying and Anti-Violence Plan on an annual basis. A permanent link to this document will be maintained on the Maple Grove website.
- Maple Grove will commit itself to including references to anti-bullying/anti-violence themes at gatherings such as Curriculum Night, Report Evenings, etc.
- The Maple Grove Code of Conduct will be distributed annually to members of the school community (i.e. agenda). This distribution will include a mechanism for receipt and review acknowledgement by parents if school so chooses.
- Maple Grove will post information or links on its school website with relevant parent information regarding bullying, being a responsible bystander, internet safety, cyberbullying, etc.
- Maple Grove commits to ongoing collaboration between school personnel and the parents of children who are being bullied and those who engage in bullying behaviours.

4. Procedures for Reporting:

All members of the Maple Grove 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 for Reporting (Students)

- Maple Grove guarantees confidentiality for parties reporting incidents of bullying and/or violence.
- Any Maple Grove student who witnesses an act of bullying or violence is responsible 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.

- Once a student has made a verbal report of a bullying or violent incident, he/she may provide a written report of what has taken place with a verbal account provided to an adult.
- Maple Grove confirms that any verbal report given to a staff member from a student must be documented and followed-up as needed.

Proposed Steps for Reporting (Parents)

- Members of the Maple Grove 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 Maple Grove personnel.
- Within a maximum of three 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) are being taken. Further details will be limited in order to insure confidentiality of parties involved.
- Maple Grove 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 to a school administrator

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

No member of the Maple Grove 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 for Action to be Taken:

A Maple Grove 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.
- Any Maple Grove 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 Maple Grove 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.

Maple Grove will maintain the red and yellow incident report forms used by teachers, aides and daycare staff.

- Minor incidents are only required to be reported to school administration in the event of repeated offenses. Details of the incident and intervention by the staff are recorded on the yellow incident report forms for future reference if necessary.
- When deemed necessary, incident forms are sent home to the parents for reflection, then signed and returned to classroom teacher.
- More serious incidences imply the involvement of the school administration. Details of the incident and intervention are recorded on the red incident report form for future reference and must be signed and returned to the Principal after appropriate home reflection has been carried out and assigned consequences have been served.

Note: All Maple Grove reports regarding incidents of violence and/or bullying must be forwarded to the appropriate Regional Director in cases where students are suspended from school or have repeated offences involving in-school suspensions.

6. Measures to Protect Confidentiality:

As part of the investigative and follow-up processes, Maple Grove 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. Maple Grove is committed to

keeping these records confidential and secure so as to protect all parties regardless of their role in the incident.

Proposed Steps to Protect Confidentiality:

- The Maple Grove 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 file that is distinct 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 Maple Grove Community agree that in all cases involving minor students, information shared should be on a need to know basis only.
- All parties acknowledge that Maple Grove personnel are not obliged to share information or the specific sanctions about another student with anyone but other staff and parents of that student.

7. Supervisory or Support Measures for Victims, Witness, and Perpetrator:

All members of the Maple Grove 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 for Support (Victim):

- An adult staff member will determine the severity and frequency of the incident. The adult may be the classroom teacher, administrator or another adult staff member with whom the student is comfortable talking.
- A Maple Grove 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 on the needs of 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 in a timely manner following the incident and regularly updated as the situation is resolved. Referral for counselling through the LBPSB Student Services Department or through outside referral will be requested when deemed appropriate by a school administrator.

- In some cases, the school team may suggest a referral to the school social worker or make a CSSS referral for victim services.
- The Maple Grove team may suggest the involvement of the victim in a social skills group.
- The Maple Grove team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The Maple Grove 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 for Support (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.
- Maple Grove 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 for Support (Perpetrator):

- The initial intervention with the perpetrator is managed by the Maple Grove 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 Maple Grove 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, Maple Grove 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 principal or designate for follow-up discussion(s) 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 Maple Grove may include a therapeutic intervention as a means of support. Such interventions may include:
 - Referral to an outside organization for support (CSSS)
 - Referral to appropriate therapeutic programs
 - Social Skills groups
 - Temporary or permanent placement in alternate class in school
 - FSSTT behaviour technicians interventions
 - FSSTT Type II Consultation
 - Intervention of CSSS Social Worker
 - Referral to outside medical interventions
 - Referral to other programs, such as Reach.

8. Disciplinary Sanctions:

The Maple Grove 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. Whenever possible, the disciplinary action should allow for effective learning."

LBPSB Policy on Safe and Caring Schools, Section 3, November 2008, p.9.

Possible measures for Sanctions:

- 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 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.
- Maple Grove staff member 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.
- Maple Grove may implement a structured supervision plan of the perpetrator during free time where he/she is shadowed and monitored in his/her actions. This supervision plan will include a gradual release back of free time (e.g. 5 minutes each day) depending upon the perpetrator's conduct during the supervised periods.
- In-school suspension supervised by Maple Grove personnel.
- Referral for anger management or social skills (FSSTT) programs
- Restorative justice
- Community service restitution at school
- 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. 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
- Loss of recess/lunch privileges
- Reflection time and completion of a reflection form
- Out-of-school suspension
- Resource Support
- Loss of school privileges, extra-curricular activities, attendance at outside events, etc.
- Cours a domicile / Home Study
- Referral for outside services
- Removal of bus privileges
- Daycare/Lunch services suspended or denied

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 in alignment with the LBPSB Safe and Caring Schools Policy.

9. Required Follow-Ups:

The Maple Grove 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 for follow-up:

- Maple Grove commits to 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, Maple Grove commits to a follow-up discussion with any **witness** supporting the action taken by witness if a report was made.
- Maple Grove 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, Maple Grove commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
- Maple Grove 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.