



# ANTI-BULLYING AND ANTI-VIOLENCE PLAN



2016-2017

SCHOOL	GREENFIELD PARK PRIMARY INTERNATIONAL SCHOOL		
<p>This plan is primarily intended to prevent and combat all forms of intimidation and violence against a student, teacher or any other member of the school staff. (art. 63.1)</p> <p>Any staff member of a school must cooperate in the implementation of the plan against bullying and violence and ensure that no school amounts to which he is assigned is bullied or violence.</p> <p>The principal of the school shall designate one staff member, a person responsible, as part of his or her work, to coordinate a team that will help fight against bullying and violence.</p>			
SCHOOL COMMITTEE			
COORDINATOR	Diane Lachance (Teacher)		
MEMBERS	Diane Lachance (Teacher)		
	Marie-France Givern (Teacher)		
	Laurent Faust (Teacher)		
	Marie-Claude Cormier (Daycare Educator)		
	Clémence Trotéchaud (Principal)		
	Audrey Beaulé (Vice-Principal)		
<input type="checkbox"/> Plan presented to the Governing Board	Date	June 8, 2016	
<input type="checkbox"/> Plan approved by the Governing Board	Date	June 8, 2016	
<input type="checkbox"/> Explanatory document given to parents	Date	September 2016	





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## SECTION I

BULLYING AND VIOLENT ACTS SITUATION ANALYSIS	MEASURES OF CONFIDENTIALITY
<ul style="list-style-type: none"> <li>• Greenfield Park Primary International School (GPIS) has an enrolment of 562 students from two school boards – Commission scolaire Marie-Victorin and Riverside School Board.</li> <li>• This analysis is based on Goal 4 of the GPI 2011-2012 MESA.</li> <li>• Reports (verbal and/or written) are completed by the staff, students and parents.</li> <li>• The number of internal and external suspensions in connection with acts of bullying and violence are recorded.</li> <li>• Our present Rules of Conduct has a follow-up with a detention program during which time students complete reflection sheets. These reflection sheets are kept at the office.</li> </ul>	<ul style="list-style-type: none"> <li>• The plan is reviewed once per year and all staff is reminded that every incident and the follow-up must be kept confidential.</li> <li>• Documentation with reports of incidents and follow up will be kept in the office of the administrator.</li> <li>• Notes must be written with facts and must not contain personal opinions or judgements.</li> <li>• Any information and the name of the person reporting the situation is to remain confidential.</li> </ul>

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PREVENTIVE MEASURES	MEASURES TO PROMOTE THE COLLABORATION OF PARENTS	HOW TO MAKE A REPORT OR MAKE A COMPLAINT
<ul style="list-style-type: none"> <li>• The rules of conduct are revised every year.</li> <li>• The Primary Year's Programme (PYP) transdisciplinary skills such as self-management skills, social skills and communication skills are developed during the school year.</li> <li>• The PYP attitudes are also at the base of our rules of conduct. Students are sensitized to the skills and attitudes on board of the school bus.</li> <li>• Workshops on bullying for the third cycle are presented by the community police officer.</li> <li>• A conflict resolution cycle is already in place. Annual training is given to new students and new staff members.</li> <li>• Different videos on bullying are planned to be presented.</li> <li>• The Cooperation committee is used in certain classes.</li> <li>• An information session on Bill 56 is organized for staff members.</li> <li>• Students will be informed of the definitions of bullying, violence and conflict.</li> </ul>	<ul style="list-style-type: none"> <li>• The explanatory document will be revised and submitted to parents every year.</li> <li>• During the information session at the beginning of the school year, teachers will give information concerning the anti-bullying and anti-violence plan to parents.</li> <li>• During the anti-bullying week a section in our information bulletin will be reserved to present information on violence and bullying.</li> <li>• The parents of both parties (victim and aggressor) will be contacted by the administration to ensure that the situation is resolved.</li> <li>• Parents will be implicated in projects (ex. Volunteering, grade 6 exhibition, class projects etc.)</li> </ul>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• Confidentiality is ensured when there is a denunciation.</li> <li>• A student victim or witness to an act of bullying or violence should definitely inform (verbally or in writing) an adult of the school or at home.</li> <li>• A reporting box is available to students. Students must sign the complaint form.</li> </ul> <p><b>Parents :</b></p> <ul style="list-style-type: none"> <li>• A parent, who learns that her child is a victim or a witness to an act of intimidation or violence, must inform the teacher or the administration.</li> <li>• This information should be considered and investigated by the teacher or administration.</li> <li>• Parents are advised that the details relative to the situation remain confidential.</li> <li>• Possible ways of communication are: a meeting, a letter, E-mail or phone call.</li> </ul>



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<ul style="list-style-type: none"><li>• Units of inquiry on self-knowledge (Who We Are) are experienced in some classes.</li><li>• Staff members will be informed of the existence of internet resources such as commonsensemedia.org and internetsanscrainte.fr.</li><li>• A survey was conducted with students and staff to identify areas in the school prone to bullying and violence in order to provide more supervision in those places. The locations that are prone are on the playground and on board of the school bus.</li><li>• Presentations done by private organizations in regards to bullying and violence may take place.</li><li>• The adults of the school must supervise during free periods – recess and lunch hour.</li><li>• Activities in the school yard are organized by the animated recess committee;</li><li>• Purchase of equipment for the animated recesses;</li><li>• School yard security brigade;</li><li>• School yard supervisors wear reflective straps including cycle 3 school yard security representatives;</li><li>• Students needing extra supervision are paired with a school yard supervisor.</li></ul>		
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## SECTION II

SUPPORT MEASURES OR SUPERVISION	SUPPORT MEASURES OR SUPERVISION ACTIONS TO BE TAKEN
<p><b>Victim</b></p> <ul style="list-style-type: none"> <li>• Stop the conflict.</li> <li>• Ensure the well-being of the victim.</li> <li>• Evaluate the impact: An adult will determine the severity and frequency of the incident(s) through a discussion with the student.</li> <li>• Have follow-up meetings to ensure that acts of intimidation or violence have indeed stopped. Document all meetings (place the report in the confidential file).</li> <li>• Notify all adults in the school who are in contact with the victim (daycare educator, lunch supervisors and specialists) to ensure the victim's security.</li> <li>• Parents are informed immediately following the incident and regularly updated until the situation is resolved.</li> <li>• Ensure that the victim is ready to return to class (if applicable).</li> </ul> <p><b>Perpetrator</b></p> <ul style="list-style-type: none"> <li>• Identify the facts.</li> <li>• Immediately take action if necessary.</li> <li>• Report the incident or complaint to the principal's office.</li> <li>• For educational purposes, the administration meets with the perpetrator when the situation is clearly identified as bullying or violence.</li> <li>• Contact and inform parents of the situation and the consequences implied. The parents may be asked to come to school for a follow-up meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• An adult must absolutely intervene in the situation where safety is not at risk.</li> <li>• The aggressor must be sent directly to the principal's office. In very serious cases, at the discretion of the school staff and management, 911 is contacted.</li> <li>• Given the severity of the situation, the adults involved must investigate and apply consequences accordingly. A report of the incident must be given to the administration.</li> <li>• A student who witnessed an incident must notify an adult. The protocol described in the section entitled Support and Guidance will be applied.</li> <li>• Parents are notified via the agenda, a phone call or a meeting. Depending on the severity of the situation, a reference will be made to the CLSC, psychologist, DPJ, etc.</li> <li>• A follow-up will be done with the person who made the complaint (the victim or the witness).</li> <li>• Tools will be available for the victim so that he or she may use them to defend themselves (AVSEC workshops).</li> <li>• If the bullying and violent acts are from one adult to another adult, the harassment policy of the school board will apply.</li> </ul>

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- Inform parents of their right to ask for help from the school board (Act 56 Section 11).

## Witness

- Meet with the witnesses, following the incident, to determine their positive or negative implication and determine the most appropriate behavior in the future.
- Apply consequences to students who have encouraged the aggressor.
- Call the parents of witnesses if necessary.
- Verify if an adult witnessed the incident to ensure the veracity of the facts reported by the witnesses.

**AT ALL TIMES THE ADMINISTRATION SHOULD BE INFORMED OF EACH BULLYING OR VIOLENT INCIDENT.**

## DISCIPLINE

### MINOR INCIDENTS:

- Consequences will be linked to the incident: An act to repair the situation, loss of privilege.
- Perpetrator can get a yellow light.
- Following a discussion with the adult witness, he or she will consider whether the situation is resolved or not.
- An accumulation of yellow lights merits a detention.

### MODERATE INCIDENTS:

- The perpetrator may get a red light which will lead to an automatic detention and a written reflection.
- The perpetrator may lose a privilege.

### SEVERE INCIDENTS:

- The aggressor may have an internal suspension.
- The perpetrator may obtain an external suspension resulting in a meeting with the parents before returning to school. A contract may be developed for the student and approved by all. Teachers and staff involved will be informed of the contract.
- The police may be implicated in certain cases.
- The perpetrator may have any other consequence deemed reasonable by the administration.
- The perpetrator may get a red light which will lead to an automatic detention and a written reflection.
- The perpetrator may lose a privilege.



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## MONITORING OF REPORTS AND COMPLAINTS

- The individuals involved will be met.
- The parents will be contacted for the following :
  - inform them of the incident and the follow up;
  - obtain other information;
  - to have their support;
  - ask for a meeting if necessary.
- Parents will be informed of their rights to ask for help from the school board (Act 56 Section 11).
- An incident report and the follow up will be sent to the Director General.