



Anti-Bullying and Anti-Violence Plan

MACDONALD HIGH SCHOOL

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 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.

Please refer to **Appendix A** for examples of Bullying and Violent Behaviours.

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Context

The Quebec Education Act outlines the contributions of all stakeholders, including students, parents, staff, governing board and the school board, regarding their responsibility towards the elimination of bullying and violent behaviour in the school community. In particular, Articles 75.1 and 96.12 of the Education Act outline the school's responsibility to develop, implement, and review an anti-bullying and anti-violence plan in collaboration with school staff on an annual basis. This plan, as outlined on the following pages, must be approved by the governing board and reported on annually.

This Anti-Bullying and Anti-Violence Plan reflects the Lester B. Pearson's Safe and Caring School Policy (June 2013). For more information, please consult the [school board website](#).

1. Analysis of the School's Situation:

The Macdonald High School Community pledges its support to the Lester B. Pearson School Board's [Safe and Caring Schools Policy \(June 2013\)](#), with respect to school safety and security. To that end, Macdonald High School is committed to working towards eliminating all forms of bullying and violence in its community and to regularly measure its school climate as it relates to these particular issues.

Macdonald High School is a school with 110 years of tradition and pride, and is currently comprised of close to 850 students as well as over 100 faculty and staff members. Macdonald High School strives for excellence in all areas of school life. The school is committed to creating a safe environment at this "Small School with the Big Heart". Our goal is for all students to learn and to develop into contributing members of society. We aim to provide students with opportunities which will allow each of them to reach their personal, academic and physical potential.

Macdonald High School will implement the following steps in order to measure and monitor school climate and perceptions of bullying and violence:

- Educate the student population on what bullying is.
- Identify student perceptions of bullying poll students through the *Tell Them From Me* survey.
- Conduct a Staff Survey on Safe and Caring Schools with the support of the Student Services Department at LBPSB.
- Commit to keep written reports regarding incidents of violence or bullying, including transportation/bus reports related to acts of bullying, as well as tracking the measures taken as a result of these incidents.
- Create an anti-bullying and anti-violence team, as per Article 96.12 of the Education Act, and designate a school staff member to coordinate its work.

2. Prevention Measures:

The Macdonald High School Community holds firm in its belief 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. Established measures such as those listed below will be considered as prevention measures to promote a safe and caring school environment.

The following are the proposed Measures to put an end to all forms of bullying and violence, in particular those motivated by racism and homophobia or targeting sexual orientation, sexual identity, a handicap or a physical characteristic:

- The Macdonald High School Code of Conduct will be distributed to all students and parents at the beginning of every school year.
- The Code of Conduct will be reviewed, and prevention measures discussed, with students at the beginning of the school year during student assemblies.
- Macdonald High School will promote the goals and objectives of the LBPSB Digital Citizenship Project in classes, including Ethics and Religious Culture.
- Macdonald High School will continue to supervise all areas, in and around the school, to minimise any act of bullying and/or violence.
- Macdonald High School will continue to implement programs related to anti-violence and anti-bullying over the course of each school year.
- Macdonald High School will continue to encourage and support mentoring programs between grade levels to promote modelling positive peer relationships.
- Macdonald High School will continue to encourage and support community programs, such as the Kids Help Line, and activities that promote a sense of belonging and unity with the student body.
- Macdonald High School will continue offering counselling and guidance to identified students as a proactive approach to reducing acts of bullying and/or violence.
- Macdonald High School will continue to offer the *Block-Teacher* program.
- Macdonald High School will host presentations by outside organizations that will focus on the theme of anti-violence or anti-bullying.

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. 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 and Macdonald High School believe that “administrators, staff, parents, 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. This includes the responsibility to report or safely intervene in all incidents that compromise the safety and security of others" (LBPSB’s *Policy on Safe and Caring Schools*, June 2013, p.4).

The following proposed steps are measures to encourage parents to collaborate in preventing and stopping bullying and violence and creating a healthy and secure learning environment:

- Macdonald High School will distribute its *Anti-Bullying, Anti-Violence Plan* to parents on an annual basis.
- A permanent link to the *Anti-Bullying and Anti-Violence Plan* will be maintained on the Macdonald High School website.
- Parents are asked to review the Macdonald High School Code of Conduct found on the school website, and sign the acknowledgment form provided by the school on an annual basis.
- Macdonald High School will post information or links on its school website with relevant parent information regarding bullying, cyberbullying and internet safety, including how to be a responsible bystander.
- Macdonald High School will promote or host parent information sessions on bullying and violence to its parent population.
- Macdonald High School is committed to on-going communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviours.
- Macdonald High School is committed to work with parents on appropriate interventions with students who have behavioural difficulties.

4. Procedures for Reporting, or Registering a Complaint:

Macdonald High School will implement measures for reporting, or registering a complaint concerning an act of bullying or violence. More particularly, procedures are in place for reporting the use of social media or communication technologies for cyberbullying purposes.

All members of the Macdonald High School Community are entitled to a safe, non-threatening and easily accessible process for reporting incidents of bullying or violent behaviour, regardless of whether they are victims, witnesses or a reporting party. It is understood that our process is designed to facilitate and encourage the reporting of incidents.

Steps for Reporting Incidents:

- When an incident of bullying (including cyberbullying) or violence has occurred it needs to be reported as soon as possible.
- The incident can be reported in the following ways:
 - ✓ Direct phone call to a school administrator.
 - ✓ Visit a “Block-Teacher” in the school .
 - ✓ Send a letter detailing issue or incident, addressed to school administrator or classroom teacher and left in the main office.
 - ✓ An email can be sent detailing the bullying or violent incident using the MAC bullying email address: mac-cares@lbpearson.ca .
 - ✓ Complete the on-line form found at this link: [CLICK HERE](#) .

5. **Actions to Be Taken When Observing an Act of Bullying and/or Violence:**

No member of the Macdonald High School 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.

The following are the proposed steps to be taken when an act of bullying or violence is observed:

Reporting an incident of bullying or violence:

- Any member of the Macdonald High School Community who witnesses, or is made aware of a possible act of bullying or violence, **are expected to report it immediately to the administration** in person, through the mac-cares@lbpearson.ca email address or through the on-line form found on the school website (j.mp/mac-cares).

Steps to be taken by the administration:

- Quickly evaluate the report (nature of the incident, people involved, severity, length...) to determine if the report constitutes bullying according to the definition:
 1. Imbalance of power.
 2. Intent to harm.
 3. Repeated incidents.
- Meet with the victim and offer support.
- Depending on the context, put in place protection measures.
- Intervene with the Bully or Aggressor.
- Meet with witnesses or bystanders.
- Inform the parents (victim, bully, bystanders if needed) of the situation and provide potential solutions.
- Implement disciplinary actions if necessary (refer to Section 8).
- Request assistance from professionals if needed for the students involved (victim, aggressor/bully/bystanders), such as a psychologist, behaviour technician or social worker, etc...).
- At the discretion of the school principal, or his/her replacement in the event that he or she is absent that day, police intervention may be requested as outlined in Article 214.1 of the Education Act.
- In cases where students are excluded from their regular course of studies as a consequence of their actions, Macdonald High School will report the incidents of violence and/or bullying to the appropriate Regional Director and/or the Director General of the LBPSB.

Please note that nothing in this policy shall be interpreted in a manner inhibiting an administrator's use of his/her best judgement and discretion consistent with providing a safe and caring learning environment.

6. Measures to Protect Confidentiality:

As part of the investigative and follow-up processes, Macdonald High School is committed to maintaining fair, accurate and confidential records for each reported incident of bullying or violence, regardless of the investigative outcome. Macdonald High School is also committed to keeping records confidential and secure so as to protect all parties, regardless of their role in the incident.

Proposed steps for protecting confidentiality:

- The Macdonald High School Anti-Bullying and Anti-Violence plan will be reviewed annually and all staff members will be reminded that every incident and subsequent 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 administration.
- All reports will be kept in a distinct file, separate from the Cumulative File or Confidential File of an individual student.
- A web form for submitting reports anonymously has also been created.
- All parties acknowledge that Macdonald High School personnel are not obliged to share information about another student with anyone, other than staff and parents of that student.

7. Supervisory or Support Measures for Victims, Witnesses and Perpetrators:

All members of the Macdonald High School Community will be thorough in their treatment of reported cases of bullying or violence. Staff members pledge to intervene in an appropriate manner, and to report the incident, as per the process described in Sections 5 and 6 of this plan.

Measures which will be taken to support the **victim** of an incident of bullying or violence include:

- When deemed necessary, a Macdonald High School staff member (examples: administration, school psychologist) will conduct scheduled follow-up meetings with the student to ensure the bullying or violence has stopped and to provide on-going support to the student. The degree of support offered at these meetings and their frequency shall depend upon the feedback from the victim.
- In all cases, appropriate staff members, including bus drivers, must be made aware of the incident, to ensure that the student is safe.
- Parents will be informed of the incident and of the plan to resolve it. Referral for counselling through the LBPSB Student Services Department or through outside referral will be requested when deemed appropriate.
- In some cases, the school team may suggest a referral to the school social worker or make a CSSS referral for victim services.
- The Macdonald High School team may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board, which may include a social-skills group.

Measures which will be taken to support or supervise the **Bystander(s)** in an incident of bullying or violence include:

- An intervention may be held with any bystanders to determine their role in the incident. Depending on the situation, bystanders can be 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 who are actively involved in encouraging the incident.
- Macdonald High School reserves the right to contact the parents of bystanders when it feels such contact is appropriate.

Measures which will be taken to supervise the **perpetrator** in an incident of bullying or violence include:

- The perpetrator will be interviewed by administration in order to document the inappropriate behaviour as well as the consequences which will be implemented.
- As per the Macdonald School Code of Conduct, perpetrators of bullying or violence will be disciplined. Consequences include, but are not limited to: detention, community service, suspension and expulsion.

- The perpetrator's parents are called and informed of the incident and of 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, Macdonald High School may refer the perpetrator and his/her parents to support services available to the school, including:
 - ✓ Referral to an outside organization for support (CSSS or Social Worker).
 - ✓ Social Skills groups.
 - ✓ Temporary or permanent placement in an alternate class in the school.
 - ✓ Placement in an in-school alternative program, an adult education center or referral to outreach system.
 - ✓ Planning room consultation.

8. Disciplinary Sanctions:

The Macdonald High School Community is committed to applying fair, consistent and appropriate sanctions 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 school will never be subordinate to that objective.

As per the LBPSB Policy on *Safe and Caring Schools* (2013, pages 7-8), "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. As part of the total teaching and learning process, the action should promote the development of integrity, accountability, personal ethics and self-management."

Any student who engages in bullying or violent behaviour in the school setting will be subject to disciplinary action. Disciplinary and/or corrective actions may also be applied to students who fail to meet their responsibility to report or safely intervene in incidents that compromise the safety and security of others.

Examples of disciplinary and/or corrective actions may include but are not limited to:

- An apology;
- Restitution;
- Community service;
- Mediation/peer mediation;
- Conflict resolution;
- Work in the Planning Room (a room aimed at direct and short term intervention for students who have been removed from the classroom or school for behavioral difficulties. The Planning Room is staffed by a behaviour technician who works with students that have been referred by the school administration). Activities may include learning about the Anger Cycle, Emotional Regulation, Moral Reasoning, Information on the Young Offenders Act;
- Referral to LBPSB Central Planning Room;
- Anger management courses;
- Parental involvement;
- Probation;
- Mandatory participation in educational activities related to bullying, violence or harassment;
- A project or presentation to others on any aspect of bullying, violence or harassment;

- Detention, suspension, transfer or expulsion (Expulsion refers to a formal resolution of the Council of Commissioners which removes a student's right to attend schools or centres of the LBPSB);
- Out-of-school suspension with re-entry meeting with parents and students. A plan is developed for the student and agreed to by all. Teachers and staff implicated are informed of the plan;
- Removal of the offensive material or comment;
- Students may lose basic school privileges, (lunch hour, recess), or access to extra-curricular activities and attendance at school events for a designated length of time.
- Police involvement;
- Any other appropriate action the administrator deems necessary including counselling
- Community Service, either inside or outside of the school setting.
- The victim's parents pressing charges.

***Important Note:**

- *In all instances these measures are applied at the discretion of the principal or his/her delegate, taking into account the circumstances, the severity of the incident and number of offenses*

9. Required Follow-Up:

The Macdonald 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:

- Macdonald High School will report on incidents of bullying and violent behaviours as part of an agreement with the School Board on an annual basis;
- When needed, Macdonald High School will have 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, Macdonald High School will have a follow-up discussion with any **witness**, if a report was made;
- Macdonald High School will not be indifferent to instances where **witnesses** to acts of violence or bullying, fail to intervene or fail to report such incidents to an adult in the building. In such cases, Macdonald High School ensures that all bystanders are aware of the school's expectation and his/her responsibility to intervene or report in such circumstances;
- Macdonald High School will meet with the **perpetrator** and his/her parent to discuss sanctions and further consequences if another act occurs;
- A summary report of the incident and follow-up measures taken will be sent to the Regional Director as well as to the Director General of LBPSB or his/her delegate.

Appendix A: Bullying and Violent Behaviours

When evaluating if a situation is bullying, the following three major criteria must be present:

1. Imbalance of power
2. Intent to harm
3. Repeated incidents

If one of the criteria is not met, the situation may not be classified as bullying, though could be categorized as inappropriate, rude or mean and may also require disciplinary measures.

Bullying and violent behaviour include but are not limited to:

- Any action, intentional or not, including action of a sexual nature, directed at an individual or group by another individual or group who know or ought to know that their action is unwanted;
- Any implied or explicit bribe, and/or threat of reprisal;
- Any behaviour, verbal or physical, which creates an intimidating or hostile atmosphere;
- Any action, intentional or not, that demeans an individual or group;
- Any threat or perceived threat to or abuse of personal property;
- Unwelcome/offensive/inappropriate leering or staring;
- Unwelcome presence on school property, in the school or at school-sponsored events;
- Racial slurs, epithets, threats that are verbal or written;
- Abusive language that is verbal or written, gestures, derogatory comments or degrading descriptions;
- Inappropriate communication including that about an individual's body, sexual orientation, age, religion, attire, racial origin, or overly personal comments, voicemail messages, faxes, emails, social media and/or numerous or lengthy phone calls;
- Invasion of an individual's privacy;
- Stalking or any form of invasion of a person's privacy in a manner that causes fear to its target;
- Inappropriate and/or unwelcome jokes, stories, drawings, pictures, gestures, photographs or videos;
- The spreading of malicious rumours;
- Suggestions or demands for payment accompanied by implied or explicit threats (taxing);
- Cornering or blocking normal movements, or attempting to intimidate someone by a physical presence or an inappropriate proximity;
- Any form of harassment including misuse of power or position;
- Misuse of technology to invade or threaten personal privacy or to disrupt the culture for learning;
- Fighting with or assaulting* other individual(s). *Assault is defined as a physical attack.
- Using or threatening to use an object or weapon to intimidate, assault or injure.