

**School :** St.Charles Elementary School

**Goal:**

- To educate students and families on the prevention of violence and/or bullying at St. Charles Elementary School with the goal of reducing incidences of bullying and/or violence.
- To provide a framework for the St. Charles Elementary School community to manage incidences of bullying and/or violence.

**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.
- **community:** The St. Charles School community refers to staff (teachers, aides, daycare)

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

Sub Committee of Staff Council

Layla Barroca            Mat Canavan

**Governing Board approval**

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Signature Governing Board Chair

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Signature Principal

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

The St. Charles Elementary 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.

### **Proposed Steps**

- St. Charles Elementary School will poll the grade 4-6 students once a year, through the 'Tell Them From Me' survey to identify the student perception of bullying.
- St. Charles Elementary School commits to having standardized written reports completed by staff, students and parents regarding reported incidents of violence or bullying.
- St. Charles Elementary School 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.
- St. Charles Elementary School will keep a general tally of incident reports of bullying or violent behaviours for reporting purposes.
- St. Charles Elementary School commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's [MESA](#) (Management and Educational Success Agreement) and to including a section on outcomes in its Annual Report on the MESA.

## **2. Prevention Measures:**

The St. Charles Elementary School community holds firm in our conviction that education and dialogue are the keys to changing attitudes towards issues of bullying and violence prevention in schools.

### **Proposed Steps**

- The St. Charles Elementary 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.
- St. Charles Elementary School is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- St. Charles Elementary School will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include but are not limited to
  - Tell Them From Me Survey (4-6)
  - Helping Hands/Shining Stars
  - Peaceful Schools Initiative
  - Peer Mediation Program-cooperative games
  - Peace Committee
  - Friendship Bench

- Monthly Tolerance Days
- Social Skills groups
- St. Charles Elementary School staff will prioritize adult supervision in locations where bullying and acts of violence are most likely to occur.
- St. Charles Elementary 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
- St. Charles Elementary School will provide information sessions and/or messages regarding anti-violence, anti-bullying and prevention, when necessary.
- St. Charles' Principal will be present outside during recesses as often as possible.
- St. Charles' Principal meets with students on a regular basis.
- St. Charles' Principal and/or Spiritual Animator will visit classes to discuss anti-bullying and anti-violence.
- St. Charles Elementary School will engage in partnerships as needed with outside organizations such as;
  - AMCAL (Amitie )
  - Big sisters/Big brothers

### **3. Measures to Encourage Family Collaboration:**

Family collaboration and cooperation is critical to the success of any plan to reduce bullying and violence in schools.

#### **Proposed Steps**

- St. Charles Elementary School shall review and distribute the Anti-bullying / Anti-Violence Plan and School Code of conduct on an annual basis. A permanent link to this document is posted on the St. Charles Elementary School website.
- St. Charles Elementary School will commit itself, when necessary, to including references to the Anti-Bullying and Anti-Violence plan at school gatherings such as, Curriculum Night and Kindergarten Orientation.
- St. Charles Elementary School will post information or links on its school website and/or social media platforms with relevant parent information regarding anti-bullying and/or anti-violence.
- St. Charles Elementary School staff will share anti-violence/anti-bullying strategies at parent meetings and discuss current classroom practices with respect to this plan, when necessary.
- St. Charles Elementary School will establish partnerships with families at the beginning of the year to discuss how 'we' want the year to be successful for the student.

### **4. Procedures for Reporting Acts of Bullying and Violence:**

All members of the St.Charles Elementary School 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.

St.Charles Elementary School guarantees confidentiality for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified party is fully apprised of the details of the report made against them.

#### **Proposed Steps - Students**

- Any St. Charles Elementary School 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, they shall provide a written report of what has taken place, if requested by the principal.

#### **Proposed Steps - Families**

- Members of the St. Charles Elementary School 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 or classroom teacher. This contact and subsequent follow-up will be documented by St.Charles Elementary School personnel.
- St. Charles Elementary 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

#### **Proposed Steps - Staff**

- Members of the St. Charles Elementary School staff who are made aware of a bullying situation or act of violence involving a student of the school are obliged to follow the procedures as outlined below.

### **5. School Procedures:**

No member of the St.Charles Elementary School Community will be indifferent towards reported or witnessed acts of bullying and/or violence. We are committed to responding to and

investigating any report we receive which suggests that an incident of bullying and/or violence has taken place amongst our population. Furthermore, we are committed to considering all available facts in a timely and efficient manner.

- All St. Charles Elementary School staff will be committed to a *zero indifference* policy with respect to acts of bullying and/or violence.
- St. Charles Elementary School staff member who observes, or is made aware of a possible act of bullying and/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, they must intervene immediately.
- If the staff member considers their intervention in the situation successful, the student is not referred to administration. However, an intervention report must be filed and submitted to the principal, if the staff member considers the incident to be one of bullying and/or violence.
  - A Red/Yellow card system used by teachers, aides, lunch and daycare staff.
  - Yellow card incidents are considered minor, however they will be reported to school administration. Details of the incident and intervention of the teacher are recorded on the back of the yellow card for future reference if necessary.
  - Yellow card reports are sent home with student for reflection along with families, then signed and returned to classroom teacher.
  - Red card incidents are considered more serious and always imply the involvement of the school administration. Details of the incident and intervention are recorded on the back of the red card for future reference.
  - Red cards must be signed and returned to the principal after appropriate home reflection has been carried out.
  - All reports and Red/Yellow cards will be kept on file in the administrator's office.
- 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 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.
- All St. Charles Elementary School reports regarding incidents of bullying and/or violence 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.
- St. Charles Elementary School commits to ongoing communication between school personnel and the families of children who are being bullied and those who engage in

bullying behaviours, until the resolution of the problem. Additionally, St. Charles Elementary School commits to periodic follow-up communication with the victim of bullying and their parents/guardians to ensure that the measures taken have been successful.

- When possible, within two school days of receiving the report, the principal will contact all parties involved ensuring that the situation is being investigated and that appropriate actions are being taken. Further details will be limited in order to insure confidentiality of parties involved.

#### **6. Measures to Protect Confidentiality:**

As part of the investigative and follow-up processes, St. Charles Elementary School is committed to maintaining fair, accurate and confidential records of each reported incident of bullying and/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. St. Charles Elementary 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 St. Charles Elementary School Anti-Bullying/Anti-Violence 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 their 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 St. Charles Elementary 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 St. Charles Elementary 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 Involved Parties:**

All members of the St. Charles Elementary School Community will be thorough in their support of reported cases of bullying and/or violence.

**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 to whom the student is comfortable talking.
- A St. Charles Elementary School staff members will conduct scheduled follow-up meetings with the student to ensure the acts of bullying and/or violence have stopped and to provide support to the student.
- 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.
- Referral for counselling through the LBPSB Student Services Department or through outside referral will be recommended when appropriate.
- The victim will engage in a discussion or follow-up meetings with their support contact to ensure a sense of security
- The St.Charles Elementary School team may suggest the involvement of the victim in a social skills group.
- In all cases, victims of bullying and/or violence should have a reasonable expectation of feedback from an intervening adult figure in a timely manner so as to guarantee a sense of safety and security in the school.

**Proposed Steps -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, as per the School Code of Conduct.
- As with victims, witnesses to acts of bullying and/or violence should have a reasonable expectation of feedback from an intervening adult figure in a timely manner so as to guarantee a sense of safety and security in the school.

**Proposed Steps - Offending Party:**

- The offending party's parents/guardians are informed of the incident and the consequences. The parents/guardians may be asked to come to school for a follow-up meeting.
- In cases where it is deemed necessary, St.Charles Elementary School may refer the offending party and their parents/guardians to interventions provided by LBPSB student services.
- In any circumstance, intervention with the offending party of an act of bullying and/or violence at St. Charles Elementary School, may include a therapeutic intervention as a means of support.

- It is expected that following any intervention, the offending party must report to the principal or designate, for follow-up discussion(s) concerning the incident in question.
- Parents/guardians are requested to collaborate on the intervention plan.

#### **8. Disciplinary Sanctions:**

The St. Charles Elementary School community is committed to applying fair, consistent and appropriate sanctions in all cases where it has determined that acts of bullying and/or violence have taken place.

- Please refer to the St. Charles Elementary School Code of Conduct for a list of possible sanctions. (Include URL)
- 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.
- At any time, if any of the involved parties are not satisfied with the process and/or resolutions put forward by St. Charles Elementary School, the following individuals may be contacted;
  - Director of School's Region 2 (514-422-3000)
  - LBPSB Student Ombudsman (514-422-3000)