



# *Anti-Bullying and Anti-Violence Plan*



**School:** Children's World Academy

**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:**

Vanda D'Alessandro (Kindergarten)

Suzanne Joly (Resource Teacher)

Josée Beauchemin (Cycle 1 Teacher)

Keith Pine (Behaviour Technician)

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Christina Arvanitakis (Daycare Coord.)

Tania D'Alessandro (Cycle 3 Teacher)

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*Jennifer Millen (GB Chair)*

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*Tony Di Vittori (Principal)*

**Governing Board approval:** May 8<sup>th</sup>, 2018

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

The Children's World Academy Community pledges its support for the position of the Lester B. Pearson School Board's Safe and Caring Schools Policy with respect to school safety and security. To that end, Children's World Academy 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

- Children's World Academy will poll the student population twice per year (November/April) 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.
- Children's World Academy will commit to conducting the Staff Survey on Safe and Caring Schools with the support of the Student Services Department of the LBPSB.
- Children's World Academy commits to having standard written reports completed by staff, students and parents regarding reported incidents of violence or bullying.
- Children's World Academy 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. Other indicators such as the number of student reflections, frequency and types of interventions made by peer mediators, the behaviour technician and other staff members may also be used to generate a general picture of the school climate prior to and following the implementation of prevention measures.
- Children's World Academy will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.
- Children's World Academy 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 Children's World Academy 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 Children's World Academy Essential Agreement (Code of Conduct) will be distributed to all school members and parents annually. The Agreement 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. The Essential Agreement outlines expectations in terms of behaviour, as related to our mission as a school as well as the principles and philosophy behind the IB PYP program. In essence, we focus on prevention by maintaining high expectations in terms of the conduct, action, and ultimately the character of our students.
- Children's World Academy is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- Children's World Academy will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs include:
  - School – wide conflict resolution program
  - Peer Mediation / Conflict Managers
  - Nobel Peace Prize nominations
  - IB Learner Profile Attributes and Attitudes
  - Monthly Recognition / Certificate Assemblies
  - "I See IB" Cards
  - Kids in the Know
  - Membership in the League of Peaceful Schools
  - Play it Fair
  - 2<sup>nd</sup> Step Social Skills program
  - Daily morning announcements
  - Guest speakers and special presentations (ex: cyber-bullying; Dynamix; D&M School-Family Services))
  - Good news postcards
  - Meetings, support, discussion (group & individual) with the Behaviour Technician
  - Meetings, support, discussion (group & individual) with the Resource Teacher
  - Class Meetings

- Student mentors
  - Leadership program
- Children’s World Academy will survey students and staff regularly to determine the locations where acts of bullying and violence occur most frequently, resulting in increased adult supervision in these areas.
  - Children’s World Academy will commit to a minimum of one presentation annually by an outside organization. (play, team building activity, concert, guest speaker, etc.) which focuses on the theme of anti-violence or anti-bullying.
  - Children’s World Academy will engage in ongoing student/teacher/staff/Governing Board information sessions on bullying, homophobia and prevention.
  - Children’s World Academy commits itself to including messages regarding anti-violence and anti-bullying during morning announcements, 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 Children’s World Academy 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, 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."

Introduction, LBPSB Policy on Safe and Caring Schools, November 2008, p.4

Proposed Steps:

- Children’s World Academy shall review and distribute its Anti-bullying, Anti-Violence Plan and Essential Agreement on an annual basis. A permanent link to this document will be maintained on the Children’s World Academy website.
- Children’s World Academy will commit itself to including references to anti-bullying/anti-violence themes at gatherings such as Meet the Teacher Night, Portfolio Evenings, School Events, with our behaviour technician present at one evening meeting each year to explain anti-bullying and anti-violence plans, interventions, and programs.
- The Children’s World Academy Essential Agreement will be distributed annually to members of the school community (i.e. student handbook - agenda). This distribution will include a mechanism for receipt and review acknowledgement by parents.

- Children’s World Academy will post information or links on its school website with relevant parent information regarding bullying, being a responsible bystander, internet safety, and cyber-bullying.
- In collaboration with its Governing Board, and the Home & School Committee, Children’s World Academy will present parent information sessions on specific topics related to bullying and violence as well as related to the attitudes we aim to cultivate among the students. We also will present information for parents related to bullying and violence in regular parent communications, such as the CWA Globe (monthly newsletter), relevant links posted on our website, and memos with specific content related to the issues of bullying and violence.
- Children’s World Academy commits to ongoing communication between school personnel, the parents of children who are being bullied and those who engage in bullying behaviours, until complete resolution of the problem. Additionally, Children’s World Academy commits to periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful. In order to facilitate this communication, CWA will use standard Student Reflection Forms, and Parental Concern Reports, which include specific information regarding follow up.
- Regarding students who have been identified as having behavioural difficulties – the school Principal/classroom teacher shall make initial contact with parents at the beginning of the year to discuss planning for a successful school year. On-going success includes contact from the school to reinforce and praise positive behaviours.

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

All members of the Children’s World Academy 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):

- Children’s World Academy assures 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 Children’s World Academy 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, either the incident is recorded by an adult, or the student provides a written report of what has taken place. This is providing the student is capable of producing said report.

- Children’s World Academy confirms that any verbal report given to a staff member from a student must be documented and followed-up as needed.
- Proposed Steps (Parents):
  - Members of the Children’s World Academy 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, or another staff member. This contact and subsequent follow-up will be documented by Children’s World Academy 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.
- Children’s World Academy 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
  - Completion of a reporting form available from the school’s main office.

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

No member of the Children’s World Academy 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 effective manner.

Proposed Steps:

- All Children’s World Academy staff will be committed to *a zero indifference* policy with respect to acts of violence or bullying or reports of said acts. All acts or reports will be investigated.
- A Children’s World Academy 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 staff member considers his/her intervention in the situation to have been successful, the 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 referred 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 Children's World Academy student may intervene by seeking the assistance of a staff member.
- Any Children's World Academy 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 section 4 in this plan).
- Any member of the Children's World Academy 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.

Note: All Children's World Academy 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, Children's World Academy 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. Children's World Academy 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 Children's World Academy 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, located in the office.
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- Members of the Children's World Academy Community agree that in all cases involving minor students, information shared should be on a need to know basis only.
- All parties acknowledge that Children's World Academy 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 Children's World Academy 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 (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 Children's World Academy 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 victim will be engaged in discussion or follow-up meetings with their support contact to ensure establishment of a sense of security.
- In some cases, the school team may suggest a referral to the school social worker or make a CSSS referral for victim services, or to an outside agency for support services, if it feels such services are warranted.
- The Children's World Academy team may suggest the involvement of the victim in a social skills group.
- The Children's World Academy 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 an intervening adult figure in a timely manner so as to ensure 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.
- Children's World Academy 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 Children’s World Academy staff member who intervened and the incident is reported to the school administration.
- The adult who intervenes or adult who is told of an incident makes a report to the school administration (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 Children’s World Academy 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, Children’s World Academy may refer the perpetrator and his/her parents to support services available to the school.
- Children’s World Academy is responsible to inform parents of their right to request assistance from 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 Children’s World Academy may include a therapeutic intervention as a means of support. Such interventions may include:
  - Social Skills groups or other in-school support (Behaviour Technician, Resource Teacher, School Psychologist)
  - Temporary or permanent placement in alternate class in school
  - Outside support or consultation (Student Services Personnel, CSSS Social Worker, Socio-Community Officer)

**8. Disciplinary Sanctions:**

The Children’s World Academy 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. While our goal is for all of us to practice self-discipline and show respect for others and for property, occasionally we may forget and may cause harm to ourselves and to others. It is therefore important that we all understand that there will be consequences for unacceptable behavior.

"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.

These consequences could be any of the following:

- Verbal reminders of our beliefs and values
- Written reminders of our beliefs and values
- Peer support to learn and practice behaviors
- Adult support to learn and practice behaviors
- Teacher/student
- Behaviour Technician/student
- Daycare/lunch monitor/student
- Principal/student
- Adult/adult
- Parent meeting and support to learn and practice behaviors
- Special work assignment to learn and practice behaviors/structured supervision time
- Community service
- Removal of privileges such as special activities or field trips
- Reflection time in a special location
- Loss of recess and / or lunch privileges for a specified time
- Removal from school
- Involvement of other outside services (CLSC; Police; Youth Protection Services)
- 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.
- In-school suspension supervised by Children's World Academy personnel.
- Out of school suspension with/without progressive re-entry and 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.
- Cours à domicile / Home Study

**Clearly articulated progression of consequences:**

- 1<sup>st</sup> Offense: Mediation takes place (students & principal); parents involved.
- 2<sup>nd</sup> Offense: more serious in-school sanction (ex: in-school suspension).
- 3<sup>rd</sup> Offense: out of school suspension; possible involvement of outside agency.
- 4<sup>th</sup> Offense: longer out of school suspension with progressive re-entry.
- 5<sup>th</sup> Offense: possible removal from school.

*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 Essential Agreement must in alignment with the LBPSB Safe and Caring Schools Policy.*

## **9. Required Follow-Up Procedures:**

The Children's World Academy 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:

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