

# SUNSHINE ACADEMY ANTI-BULLYING AND ANTI-VIOLENCE

ACTION PLAN 2018-2019



**Goal:** To prevent and stop all forms of bullying and violence targeting a student, a teacher or any other staff member.

## **Definitions:**

**Bullying:** (as defined in the Education Act) refers to any repeated direct or indirect behavior, comment, act, or gesture, whether deliberate or not, including online interactions, which occur in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.

Bullying is not fighting or arguing. Bullying is aggression (imbalance of power) and not necessarily a physical fight. A fight, an insult or another threat restricted to two individuals on an equal power footing is not considered bullying.

**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: The teaching staff at Sunshine Academy  
Principal

Governing Board approval :

### **Analysis of the School's Situation**

The Sunshine Academy 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, Sunshine 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:**

1. Sunshine Academy will poll the student population in Grades 4-6 twice per year (November/April) through its OurSchool Survey to identify student perception of bullying.
2. Sunshine Academy commits to having standard written reports completed by staff, students and parents regarding reported incidents of violence or bullying.
3. Sunshine Academy will include Transportation/Bus Reports related to acts of bullying or violence as part of its general snapshot of the school's situation.
4. Suspensions and expulsions related to bullying and violent behaviour will be recorded and included in the snapshot.
5. Sunshine Academy will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes.
6. Sunshine Academy commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's annual report.

### **Prevention Measures:**

At Sunshine Academy, we hold 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:**

1. The Sunshine Academy Code of Conduct will be available online to all school members and parents and will be updated annually.
2. The Code will be discussed and referenced in communications with the school community throughout the year so it remains an active document.
3. The Code of Conduct will be included in the student agenda and parents and students will be asked to sign it at the beginning of the year to acknowledge their awareness of the schools expectations.
4. Sunshine Academy is committed to ongoing education around digital citizenship.

5. Sunshine Academy will continue to implement programs related to anti-violence and anti-bullying over the course of each school year.

These programs may include:

- ❖ Peaceful Schools Initiatives
- ❖ Positive reinforcement for pro-social behavior
- ❖ FSSTT support
- ❖ Amcal
- ❖ Supervised and structured “games room”
- ❖ Police Safety Programs
- ❖ Mentoring Program (kids mentoring kids) – Recess Success Leaders Digital Citizenship Program
- ❖ Social skills groups
- ❖ Sunshine Academy will survey students and staff regularly to determine where the ‘hot spots’ of bullying and violence are located, resulting in increased adult supervision in these areas in the Tell Them From Me survey.
- ❖ Sunshine Academy 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 and is adapted to each level.
- ❖ Sunshine Academy will engage in ongoing student/teacher/staff/Governing Board information sessions on bullying, homophobia and prevention.
- ❖ Sunshine Academy commits itself to ongoing awareness regarding anti-violence and anti-bullying during student assemblies.

#### 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 Sunshine 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

#### Proposed Steps

1. Sunshine Academy shall review and distribute the Sunshine Academy Anti-bullying, Anti-Violence Plan on an annual basis. A permanent link to this document will be maintained on the Sunshine Academy website.
2. Sunshine Academy will commit itself to make parents aware of the Anti-Bullying Bullying Anti-Violence Plan when appropriate.

3. Sunshine Academy will post information or links on its school website with relevant parent information regarding bullying and internet safety.
4. Sunshine Academy commits to ongoing communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviours, until complete resolution of the problem. Additionally, Sunshine 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.

#### Procedures for Reporting:

All members of the Sunshine Academy 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.

#### Proposed Steps (Students)

1. Sunshine Academy strives to respect the confidentiality of parties reporting incidents of bullying and/or violence.
2. Any Sunshine Academy student who witnesses an act of bullying or violence is responsible for reporting the incident to 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.
3. Sunshine Academy will provide an anonymous online reporting tool on the school website where students and parents can report issues.
4. Once a student has made a verbal report of a bullying or violent incident, the incident is then documented in writing with the help of an adult when needed.
5. Sunshine Academy confirms that verbal reports given to staff members from a student will be documented and followed-up as needed.

#### Proposed Steps (Parents)

1. Members of the Sunshine 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 classroom teacher.
2. Within two working 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.
3. Sunshine Academy invites the following forms of contact from parents:
  - ❖ Direct phone call to teacher, daycare coordinator or school administrator.
  - ❖ Letter detailing issue or incident addressed to classroom teacher or school administrator.
  - ❖ Email to teacher or school administrator
  - ❖ In person meeting with school staff
  - ❖ Reporting tool on the school website

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

No member of the Sunshine 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.

#### Proposed Steps:

1. All Sunshine 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.
2. A Sunshine 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.
3. 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.
4. If the staff member considers his/her intervention in the situation 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.
5. 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.
6. 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.
7. A Sunshine Academy student may intervene if the situation does not threaten his /her well-being and/or may choose to seek the assistance of a staff member.
8. Any Sunshine 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.
9. Any member of the Sunshine 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.
10. In extreme case of serious physical threat to another child and/or major bullying incidents, home suspension will be carried through immediately.

Note: All Sunshine Academy reports regarding incidents of violence and/or bullying must be forwarded to the Regional Director in cases where students are excluded from their regular course of studies as a consequence of their actions.

#### Measures to Protect Confidentiality:

As part of the investigative and follow-up processes, Sunshine 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. Sunshine 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:

1. Sunshine staff will be aware that every incident and the follow-up must be kept confidential.
2. 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.
3. The above named reports will be kept in a distinct file from the Cumulative File or Confidential File of an individual student.
4. In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
5. Members of the Sunshine Academy Community agree that in all cases involving minor students, information shared should be on a need to know basis only.
6. All parties acknowledge that Sunshine Academy personnel are not to share information about another student with anyone but other staff and parents of that student.

Supervisory or Support Measure for Victims, Witness, and Perpetrator:

All members of the Sunshine 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.

Proposed Steps (Victim):

1. A 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 at ease to talk with.
2. A 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.
3. 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.
4. 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.
5. The victim will be engaged in discussion or follow-up meetings with their support contact to ensure establishment of a sense of security

6. In some cases, the school team may suggest a referral to an outside agency such as the school social worker or a CSSS referral for victim services.
7. The Sunshine 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 intervening adult figure in a timely manner so as to guarantee a sense of safety and security in the school.

Proposed Steps (Bystander):

1. 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.
2. Consequences are applied, if appropriate for students that are actively involved in encouraging the incident.
3. Sunshine Academy reserves the right to contact the parents of bystanders when it feels such contact is appropriate.
4. 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):

5. The initial intervention with the perpetrator is managed by the Sunshine Academy staff member who intervened and the incident is reported to the office.
6. 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 Sunshine Academy Principal or delegate meets with the perpetrator. The perpetrator is told of the report, discusses the incident and is given a consequence.
7. 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.
8. In cases where it is deemed necessary and appropriate, Sunshine Academy may refer the perpetrator and his/her parents to support services available to the school.
9. Sunshine Academy is responsible to inform parents of their right to request assistance from the school psychologist for referral to support services.
10. It is expected that following any intervention, the perpetrator must report to principal or designate for follow-up discussion concerning the incident in question.
11. 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 Sunshine Academy may include a therapeutic intervention as a means of support. Such interventions may include:

- ❖ Referral to an outside organization for support (CSSS)
- ❖ Referral to REACH
- ❖ Social Skills groups
- ❖ Temporary or permanent placement in alternate class in school
- ❖ Placement in in-school alternative program or referral to outreach system.
- ❖ FSSTT Type II Consultation
- ❖ Intervention of CSSS Social Worker
- ❖ Day treatment programs

#### Disciplinary Sanctions:

Sunshine Academy 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.

#### Proposed Steps:

1. 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.
2. Sunshine Academy may request the supervision of the perpetrator during free time; i.e. must be shadowed by a supervisor during recess and at lunch time. Or may be placed in a supervised setting at recess and/or lunch (ex. Games Room)
3. 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.
4. Sunshine Academy 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.
5. Students may lose basic school privileges (lunch hour, recess, field trips...) for a designated length of time.
6. Sunshine Academy may implement a structured supervision plan of the perpetrator during free time where he/she is shadowed and monitored in his/her actions.
7. Parent informed and possible meeting set up.
8. In-school suspension supervised by Sunshine Academy personnel.
9. Reflection periods with stated objectives and discussion of offending conduct, with Behavior technician.



10. Restitution for damage to the victim may be considered.
11. Out of school suspension with progressive re-entry.
12. 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.
13. Involvement of the Police.
14. Cours a domicile / Home Study
15. Restorative justice measures may be put in place if deemed appropriate.

#### Required Follow-Ups:

The Sunshine 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:

1. Sunshine Academy commits to ongoing discussion with the victim and, if necessary, his/her parents regarding the school's intervention and any actions required subsequent to the initial investigation and intervention.
2. Should it be considered necessary, Sunshine Academy commits to a follow-up discussion with any witness supporting the action taken by witness if a report was made.
3. Sunshine 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.
4. A summary report of the incident and follow-up measures taken are sent to the Director General or his/her delegate.