



Anti-Bullying & Anti-Violence Plan

For Howard S. Billings Regional High School

2020 – 2021

Our Goal:

To prevent and stop all forms of bullying and violence.

Revised by Leo Scantlebury & HSB Staff

HSB Anti-Bullying & Anti-Violence Plan

DEFINITIONS

TERM	DEFINITION
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.
RACISM	Refers to any direct or indirect behavior, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a demonstration of a hatred or intolerance against another race or races.
SEXISM	Refers to any direct or indirect behavior, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a demonstration of a hatred or intolerance against another gender.
HOMOPHOBIA	Refers to any direct or indirect behavior, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a demonstration of a hatred or intolerance against a sexual orientation.
ABLEISM	Refers to any direct or indirect behavior, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a demonstration of a hatred or intolerance against a person or persons with a disability.

HSB Anti-Bullying & Anti-Violence Plan

The Plan

All Anti-Bullying & Anti-Violence Plans MUST include the following elements (Bill 56 Section 75.1):

1	An analysis of the situation prevailing at the school with respect to bullying and violence.	
2	Preventative measures to put an end to all forms of bullying and violence in particular those motivated by racism or homophobia or targeting sexual orientation, sexual identity, a handicap or a physical characteristic.	
3	Measures to encourage parents to collaborate in preventing and stopping bullying and violence in creating a healthy and secure environment.	
4	Procedures for reporting, or registering a complaint concerning an act for bullying or violence and, more particularly, procedures for reporting the use of social media or communication technologies for cyber-bullying purposes.	
5	Actions to be taken when a student, teacher, other school staff member or any other person observes an act of bullying or violence.	
6	Measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence.	
7	Supervisory or support measure for any student who is a victim of bullying or violence, for a witness and for the perpetrator.	
8	Specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature.	
9	Required follow-up on any report or complaint concerning an act of bullying or violence.	
10	Meetings.	
11	Staff signature sheet.	
It is also recommended that there be a place in the ABAV Plan for all staff to sign.		

1. Analysis of the situation prevailing at the school with respect to bullying and violence

Bullying and Violence Indicators:		
Our School Survey (Formerly, Tell Them From Me)	Information from students regarding incidents of bullying and violence within the school.	
Office Referrals	Types of and frequency of bullying and violence including information on victims, witnesses, perpetrators and location of transgressions.	
GPI-Memo Management	Recording of incidents of bullying and violence.	
Reports (verbal and/or written) of bullying from staff, students and/or parents	Recording of incidents of bullying and violence.	

2. Preventative measures to put an end to all forms of bullying and violence in particular those motivated by racism or homophobia or targeting sexual orientation, sexual identity, a handicap or a physical characteristic include:

Measure:	Aimed at:	
Character Education Program	Students and families at all cycles	
Rules of Conduct and Safety	Students and families at all cycles	
Model Social Behavior	Student population	
Sharing of the TTFM survey results	Students and families at all cycles	
Hand-out for Students Regarding Bullying	Student population	
Presentation in classroom on defining bullying and other related terms	Students grade 7-8-9	
Presentation from the "Police Communautaire" about the consequences of Bullying	Students grade 7-8-9	
Workshop with the "Police Communautaire" for the students who have bullied other students	Specific students	
Ongoing communication between Principal or their deligate and parents of children who are being bullied and those who are engaging in bullying behaviors until the resolution of the situation	Specific parents	
Monthly meeting by the ABAV committee	Committee members	

3. Measures to encourage parents to collaborate in preventing and stopping bullying and violence, and in creating a healthy and secure environment include:

Newsletter	
Parent Meetings/ Re-Admit Meetings	
Phone calls home	
Presentations/ Information from Central Parents' Committee	
Rules of Conduct and Safety	
Emails sent home	
Parent info sessions organized through CLC	
* School Website—School link to anonymously report bullying or incidents that have been witnessed or experienced	
* We should have a discipline section on the parent portal	

4. Procedures for reporting, or registering a complaint concerning an act for bullying or violence and, more particularly, procedures for reporting the use of social media or communication technologies for cyber-bullying purposes.

Reporting procedure for STUDENTS	Type of Complaint
Verbal Reports to staff	All
Guarantee of confidentiality when reporting. Any student witnessing an act of bullying or violence must tell a staff member at school and should tell an adult at home (if parents have been advised of the procedures they will know how to go forward).	All
Reporting procedure for STAFF	Type of Complaint
Verbal Reports to office	All
Office Referral	All
Reporting procedure for PARENTS	Type of Complaint
When parents have been told of a bullying situation or an act of violence, they are expected to contact the school principal, their deligate or the classroom teacher. The contact and follow-up must be documented. Following the investigation, the parent should be contacted and told the situation has been investigated and appropriate action has been taken. Details are not given to maintain confidentiality.	
Phone call	All
Letter	All
In person	All
Reporting procedure for OTHERS	Type of Complaint
Reports to office	All
Phone call	All
Letter	All
In person	All

5. Actions to be taken when a student, teacher, other school staff member or any other person observes an act of bullying or violence.

Who observed the incident?	What type of incident was it?	Action taken...
Student	Bullying or violence	Reports to an adult
Staff member	Bullying or violence	Reports to office
Bystander	Any type of behavior	Reports to office
A bullying report is to be completed by the adult and sent to the office in all cases.		

6. Measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence.

Measure	Done
The plan is reviewed a minimum of once per year and all staff are reminded that every incident and the follow-up must be kept confidential.	February 2020
The Anti-Bullying and Anti-Violence Plan is signed by all staff indicating their commitment and adherence to the plan.	February 2020
Reports of bullying and/or violence are kept in a designated place (principal's office).	February 2020
All reports of Bullying must be sent to the DG of the school board by the school administrator or his/her delegate.	

7. Supervisory or support measure for any student who is a victim of bullying or violence, for a witness and for the perpetrator.

Measures for the VICTIM	Follow-Up
Discussion with a trusted adult (preferably the Principal or VP) to determine severity and frequency of the problem.	Discussion with same adult to ensure bullying has stopped and to provide support for the victim (documented).
Principal or delegate informs other staff to ensure safety.	The pressing issues are addressed at Staff Meetings.
Parents informed personally, preferably in person or over the phone by Principal or designate.	Follow-up with parents after student follow-up sessions are completed to ensure issues are being addressed at home as well as at school.
Report is filled out.	
Supports are put in place depending on the context of the issues.	Sessions are arranged to help support the victim.
Meeting between all parties if context allows and is appropriate.	Focus is on restorative measures.
Measures for the WITNESS/BYSTANDER	Follow-Up
A discussion will take place to determine their role in the incident—debriefing, determining future appropriate responses.	Actions as are dictated by the context of the situation.
Supports are put in place depending on the context of the issues.	Sessions are arranged to help educate the witnesses as to their responsibilities.
Meeting between all parties if context allows and is appropriate.	Focus is on restorative measures.
Measures for the PERPETRATOR	Follow-Up
Issues are addressed by the Principal or delegate. Reports are filled out.	Student is informed of follow-up protocols and meetings are set.
Parents are called and informed.	Parents are encouraged to be active in the process.
Report is made.	Follow-up with school board professionals/social worker.
Supports are put in place depending on the context of the issues.	Sessions are arranged to help educate the perpetrator.
Meeting between all parties if context allows and is appropriate.	Focus is on restorative measures.
In all circumstances, the principal or his/her delegate must be informed of each incident.	

8. Specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature include:

Disciplinary Sanctions for MINOR Incidents	
Type of incident	Disciplinary Sanction
Minor	Office Referral filled out.
Ex: insults, name calling, pushing, shoving, tripping...	Discussion with student, possibly resulting in a detention.
	Call to parents.
Disciplinary Sanctions for MODERATE Incidents	
Type of incident	Disciplinary Sanction
Moderate	Office Referral filled out.
Ex: threatening, use of objectionable language, victim is injured/suffers lingering effects of any kind, repeated "minor" incidents...	Memos management recording.
	Fill out Bullying Report if necessary.
	Communication with parents.
	Detention or loss of privileges.
	Automatic in-school or out-of-school suspension.
Disciplinary Sanctions for SEVERE Incidents	
Type of incident	Disciplinary Sanction
Severe	Meet with the victim, witnesses and alleged perpetrator.
Bullying or physical violence (refer to definitions at the beginning of our plan).	Office Referral/Bullying Report filled out.
	Discussion with parents.
	Memos management entry.
	Summary of report to school board.
	Suspension and other consequential action depending on context and situational specifics.
	Workshop with the "Police Communautaire" and Anti-Bullying contract to be signed.

9. Required follow-up on any report or complaint concerning an act of bullying or violence include:

Date of Incident	Type of Incident	Follow-Up
	Minor	Student discussion with Principal (or delegate) and/or teacher and communication with parents.
	Moderate	Student discussion with Principal (or delegate) and communication with parents.
	Severe	Report to Board.
		Memos management entry.
		Student discussion with Principal (or delegate) and meeting with parents.

