



Maniwaki Woodland School Anti Violence/ Anti Bullying Policy

Governing Board Approved:

K – 11 School
(separate buildings)

Number of Students:
Elem: **Sec:**

Principal: Ryan Woodhouse

Team Members: Meghan McLellan (Teacher), Ann Marie Mantha (Teacher), Melissa Gagnon (Technician), Katherine Hale (Technician/Professional) & Ryan Woodhouse (Principal)

Accomplishments & Celebrations:

2018 – 2019

- Student of the month themes celebrated at monthly assemblies (ex. Mutual respect, Being a good classmate, etc.) **(elementary & secondary)**
- Tribes tags program to promote positive behaviour, over 100 stars given out last year **(elementary)**
- Advisories at the high school to create a positive sense of community/belonging
- Outstanding student award to one student in each grade level **(secondary)**
- Participation in Force Avenir program to promote school success and attitude (outstanding student, outstanding attitude & outstanding teacher)

Analysis of Situation

Results of Tell Them From Me Survey – Elementary

Types of Bullying experienced at Maniwaki Woodland			
Physical	Verbal	Social	Cyber
24%	50%	41%	13%

% of Students
who have
been bullied

61 %

Where bullying happens at Maniwaki Woodland			
Classroom	Outside	On the Bus	Halls/Gym
13%	45%	17%	13%

Students who feel safe at Maniwaki Woodland		
Safe at school	Safe going to school	Safe on the way home
45%	67%	81%

Students with
positive sense
of belonging:

58 %

Results of Tell Them From Me Survey – Secondary

Types of Bullying experienced at Maniwaki Woodland			
Physical	Verbal	Social	Cyber
19%	37%	38%	26%

% of Students
who have
been bullied

51 %

Where bullying happens at Maniwaki Woodland			
Classroom	Outside	On the Bus	Halls/Gym
18%	0%	0%	58%

Students who feel safe at Maniwaki Woodland		
Safe at school	Safe going to school	Safe on the way home
28%	49%	53%

Students with
positive sense
of belonging:

34 %



School Wide Components

- School wide Anti Violence committee has been formed
- TTFM survey has been completed (data reviewed)
- Increased supervision at morning recess/breaks (smaller ratio)
 - split recesses (K-grade ½ & grade 2/3 – grade 6)
- Staff meetings on a regular basis
- Student of the month celebrations
- Golden Ticket program (elementary – possibly high school)
- Visible culture in the school
- Consistent student life activities

School Wide Enhancements:

- More community involvement
- Clear guidelines for students to report bullying incidents
- Clearly define the difference between bullying and teasing
- Collaborative activities with the French sector (high school)
- Collaborative activities across elementary & secondary

Classroom Components:

- Role play bullying scenarios with students to teach them how to react in those situations
- Creation of skits that represent positive health peer relationships

Classroom Enhancements:

- Common language and guidelines followed by all staff when dealing with bullying incidents
- Consistent class meetings/ advisories

Community Involvement Components:

- Provide parents with an anti violence/anti bullying policy summary
- Provide a copy of the plan to parents electronically

Community Involvement Enhancements:

- Ask community members to sit on the committee to help revamp the current plan
- Offer training to parents on how to proceed when their child reports a bullying incident to them
- Invite parents into the school to be part of school celebrations and activities

Annual Goals

Component	2019 – 2020 Goals	Strategies & Tasks	Indicators	Evaluation Methods
CLASSROOM COMPONENT	<p>Use common language when discussing acts of intimidation and problem solving tactics</p> <p>Reduce the amount bullying situations in the classroom by 5 %.</p>	<p>Opportunities for students to practice bullying and violence situations in a controlled setting (role playing)</p> <p>Creating skits and videos to share with other students during assemblies to promote positive conflict resolution skills</p>	<p>Staff feedback</p> <p>Student feedback</p> <p># of referrals to the office</p> <p>Student behaviour on the playground and in the halls</p>	<p>Student complete the TTFM survey</p> <p>Survey for staff in November and at the end of the year to assess situation</p>



SCHOOL LEVEL COMPONENT

To increase the sense of belonging of students 15% at the high school and 10% at the elementary	Creation of a space for students to go during non instructional time at the high school (rm 272) and have a staff member present at all times	Student participation in fun day activities # of reports brought forward by parents Student feedback Staff feedback	Student complete the TTFM survey Survey for staff in November and at the end of the year to assess situation
To increase communication with parents & guardians regarding acts of violence and intimidation	Send home memos to parents on how to report acts of violence to the school Creation of student life team to encourage activities across the two buildings		Tracking of incidence and occurrence of events using GPI MEMOS

Prevention and Intervention Measures

Prevention measures to put an end to all forms of bullying and violence

Reporting procedures have been implemented to ensure early identification of potential victims so that these students can receive the support, protection, education and when appropriate requests for therapy made.

Reporting procedures have been implemented to ensure early identification of students prone to bullying or violent behaviours so that these students can receive appropriate interventions required to support change in their behaviour.

Measures to encourage parents to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure learning environment

The Anti-Violence/Anti-Bullying Plan will be shared at the parent teacher night. At all other parent functions materials will be visibly available.

Parents of a child who is victimized will be contacted as soon as a potential pattern of victimization is identified and will be asked for any observations of behaviour change at home. In addition, parents will be informed of the school's intervention and support that will be given to their child. The parents will be contacted periodically to ensure that

Procedures for reporting, or registering a complaint concerning, an act of bullying or violence

When a student witnesses an act of bullying or violence, the student may intervene if comfortable and where there is no threat of harm.

Possible intervention strategies for students are discussed in class meetings. Regardless of whether students intervene or not **they must report the incident to an adult at school and an adult at home.**

Intervention strategies will be discussed with bystanders when the principal or their delegate meets with the bystanders (when deemed appropriate)

Measures to protect the confidentiality of any report or complaint

Any reports or complaints concerning acts of Violence or Bullying are strictly confidential. Reporting sheets, once received by the Principal (or other designated person) are kept in a secure file, along with any other document(s) relating this incident. Only the Principal (or their designate) may access the secure file.

Any report or complaint made by a third party, including a parent or a student, that is documented or entered into an electronic filing system by a school staff member, shall not include the name of the person making the report or complaint.



Regular class meetings are held where students may explore the phenomena of bullying, the forms it may take, the roles that various people play in bullying, the critical role of the bystander and the strategies/actions to intervene in the situation are discussed and practiced.

All staff members will be trained to intervene immediately in a situation of bullying or violence and of the Do's and Don'ts when intervening.

All staff members will be trained on proper procedures for dealing with a reported or a suspected incidence.

interventions put in place have been successful

Parents will be encouraged to contact the principal or their delegate should they have any concerns, information or questions. The message that the school wishes to partner with them to ensure that their child is safe and happy at school will be clearly stated. A Parent Tip Sheet for Talking with their child will be given to the parent(s).

Parents of the child who is bullying or violent towards others will be contacted by the school principal or their designate to inform the parents of their child's behaviour.

Consequences imposed will be discussed with the parent and when appropriate parents will be requested to come into the school for a meeting. Parents will be encouraged to contact the principal or their designate should they wish to discuss the situation further, have questions, have information or would like further advice and/or support. In such a situation the school will inform the parent of services available and may make contact on the parent's behalf if requested. A Parent Tip Sheet for Talking with their child will be given to the Parent(s).

Parents of a bystander who is actively involved in supporting the perpetrator will be contacted to inform them of their child's

When a teacher or other staff member witnesses an act of bullying or violence they must intervene immediately strategies discussed during staff meetings.

911 will be called if warranted.

Complaint

For each complaint received the principal shall send the director general of the school board a summary report on the nature of the incident and the follow-up measures taken.

Any report or complaint entered into an electronic filing system (ISM) may only be accessed and viewed by the person entering the report or complaint and by the school Principal (or their designate).

Only the information pertaining to their own child may be shared by school staff with parents or guardians. Information relating to other parties involved in the incident will not be.

Any staff member that is involved in any way in an investigation following a report or complaint will take all measures necessary to protect its confidentiality.

Staff members will be informed and periodically reminded of their obligation to protect the confidentiality of any report or complaint concerning an act of bullying or violence.



involvement and to inform of the consequences that have been given. A Tip Sheet for Parents of Bystanders is sent home.

Parents are requested to inform the school of any information their child may share with them regarding the incident that would be helpful.

Parents of a student who has witnessed a disturbing incident but was not actively supporting the perpetrator will be contacted to inform them of the situation and the actions the school has taken to support their child.

<u>The actions to be taken</u> when a student, teacher or other school staff member or any other person <u>witnesses an act of bullying or violence</u>	Supervisory or support measures			<u>Specific disciplinary sanctions according to their severity or repetitive nature</u>
	<i>For the victim</i>	for <i>witnesses</i>	for the <i>perpetrator</i>	
When a student witnesses an act of bullying or violence, the student may intervene if comfortable and where there is no threat of harm. Possible intervention strategies for students are discussed in class meetings. Regardless of whether students intervene or not they	The student will meet with the appropriate individual (teacher they are closest to, principal or their delegate) to discuss the situation and to learn further information about bullying incidents. The student will be guaranteed confidentiality to ensure they feel safe about discussing the incidents and are not anxious about possible retaliation from the student	The principal or their designate may meet with the bystanders individually or in a group depending on the circumstances. When students actively support the child who bullies, the principal or their designate meets with the individual student to discuss their behaviour, the School Rules and the	The perpetrator will be met with after a discussion has been held with the victim and the bystanders to ensure that the intervening adult has an accurate understanding of the situation. The perpetrator is given the opportunity to explain from their perspective. The perpetrator is informed of their knowledge of the incident, that the	Please refer to school code of conduct.



<p>must report the incident to an adult at school and an adult at home</p> <p>Intervention strategies will be discussed with bystanders when the principal or their delegate meets with the bystanders (when deemed appropriate)</p> <p>When a teacher or other staff member witnesses an act of bullying or violence they must intervene immediately if there is no threat to their personal well-being.</p> <p>If appropriate 911 will be called.</p>	<p>who is bullying them. The student is informed the follow-up that will occur with the student(s) involved.</p> <p>The student is informed that their parent(s) will be informed of the situation. The student's input is sought as to measures that could be implemented immediately to support the student. The student is met with several times to ensure that the bullying has stopped. The student is encouraged to report any future incidents and is reminded that must continue to report any further incidents to an adult at school and an adult at home</p> <p>. Appropriate staff is informed to ensure that supervision of the individual is increased to ensure their safety. If additional resources to support the student are deemed appropriate the principal or their designate will ask the parent(s) to follow-up (counselling etc.)</p>	<p>consequences that will be imposed for their active role.</p> <p>Future expectations for the student will be discussed and the student is informed that their parent(s) will be informed of the situation.</p> <p>Future consequences will be discussed should another similar incident occur.</p>	<p>rules have been broken and what the consequences will be.</p> <p>The perpetrator is informed that his/her parent(s) will be contacted</p> <p>The perpetrator is asked how they will ensure that this does not happen again.</p> <p>The principal or their delegate will inform the perpetrator and parent(s) that should any future incidents occur that the consequences will be more severe.</p> <p>Regular follow-up with the perpetrator occurs to ensure the bullying has stopped.</p> <p>Appropriate staff members are informed to ensure the perpetrator is closely supervised and their behaviour redirected when appropriate.</p>	
---	---	--	---	--