



Action plan to prevent and deal with violence in the schools:
Let's work on it together!



Approved by the governing board on: January, 2018

School's name : Noranda School	<ul style="list-style-type: none"> ✓ ELEMENTARY SCHOOL ✓ SECONDARY SCHOOL ✓ NANS school 	Number of students : <p style="text-align: center;">90</p> as December, 2017	Principal : Amy Barker School staff member responsible for coordinating the team's work : Amy Barker
Governing Board members : Amy Barker(Principal) ; Kathryn Austin (Elem. Teacher) ; Sue Hamilton (Sec. Teacher); Nicole Fenton (GB Chair); Sharleen Sullivan (Comm. Rep.), Lori Marion (Support Staff), Ann Mary Del Col (Parent Rep), Manon Girard (Parent Rep), Bryan Krattiger (Parent Rep)			

Accomplishments and Celebrations of Noranda School 2017-2018

- Every elementary classroom holds regular community circles to express their feelings and discuss strategies for coping with everyday situations inside and outside of the school setting.
- A Zen room was created to give students a safe place to go when they are struggling with their emotions or are having difficulty dealing with others around them. It is open every afternoon and is available to all students.
- We have invested in more toys for the schoolyard to help facilitate healthy interactions among students.
- We open up the gym more often at lunch for high school students.
- There is a concrete simple manner for staff to report cases of violence and bullying and for students to report cases to the administration.

Analysis of Situation

Critical Findings from Our School Survey:

Hot spots: playground, locker rooms and cafeteria. Supervisors and teachers have been made aware of hot spots so that students will be supervised more vigilantly in these areas.

Steps taken to address issues:

Crisis Prevention Intervention for all staff
 Clear and simple ways of reporting (ISM) and addressing violence and bullying (staffroom tracking poster)
 Regular staff meetings to discuss any AVAB issues that include support staff
 Community circles
 AVAB rules in agenda and discussed with students and staff at the beginning of the year.
 Rules enlarged and posted throughout the school
 TTFM (Our School) surveys administered yearly

Room for Improvements:

Regular opportunities for secondary students to discuss issues of violence and bullying with their peers and teachers
 Re-training new staff to use the appropriate language and strategies in addressing violence and bullying.
 Consistent reporting by staff members (ISM)
 Refer and review rules enlarged and posted throughout the school on a regular basis.
 Educating parents on appropriate ways to deal with and discuss issues of bullying and violence with their children

Summary of Steps for Reporting Violence and Bullying:

Procedures for reporting, or registering a complaint concerning an act of bullying or violence	Current practices	Staff intervene immediately to a situation of violence or bullying using CPI techniques 911 called if necessary The immediate safety of all parties ensured Teacher/supervisor reports issue to principal Teacher/supervisor or principal records details of incident in ISM (GPI)
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		<p>Victim, witnesses and perpetrator are interviewed separately by the principal. Confidentiality and security of all parties is ensured.</p> <p>Victim and witnesses complete a “Student Report Form”</p> <p>A consequence for perpetrator is given by principal and recorded in ISM (GPI)</p> <p>Parents of all parties are contacted.</p> <p>Teachers and supervisors are informed to ensure safety of victim and witnesses and to make sure there perpetrator is observed closely and their unwanted behavior redirected.</p> <p>A follow-up meeting with all parties conducted to ensure that the issue has been appropriately addressed and that there have not been any additional violence or bullying.</p>
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Detailed Steps on reporting Violence and Bullying:				
<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 is 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 (OBPP Rule #4) . Intervention strategies will be discussed with bystanders when the principal or their delegate meets with the bystanders (when deemed appropriate)	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 who is bullying them. The student is informed the follow-up that will occur with the student(s) involved. The student is informed that their parent(s)	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 consequences that will be imposed for their active role. Future expectations for the student will be discussed and the student is	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 rules have been broken and what the consequences will be. The perpetrator is informed that his/her parent(s) will be contacted	Please refer to Appendix A attached.

<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. If appropriate 911 will be called.</p>	<p>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 Rule#4 also applies to them. 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>informed that their parent(s) will be informed of the situation. Future consequences will be discussed should another similar incident occur.</p>	<p>The perpetrator is asked how they will ensure that this does not happen again. 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. Regular follow-up with the perpetrator occurs to ensure the bullying has stopped. Appropriate staff members are informed to ensure the perpetrator is closely supervised and their behaviour redirected when appropriate.</p>	
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Important aspects regarding PREVENTION, COLLABORATION, REPORTING AND CONFIDENTIALITY			
<u>Prevention measures</u> to put an end to all forms of bullying and violence	Measures to <u>encourage parents to collaborate</u> in preventing and stopping bullying and violence and in creating a healthy and secure learning environment	Procedures for <u>reporting, or registering a complaint concerning, an act of bullying or violence</u>	<u>Measures to protect the confidentiality</u> of any report or complaint
Reporting procedures have been implemented to ensure early identification of potential victims so that these students can receive the support, protection, education and	Parent representatives are/ will be members of the BPCC. The OBPP and the Anti-Violence/Anti-Bullying Plan will be presented at the annual <i>Meet the Teacher Assembly</i> . At all other parent functions materials will be visibly available. When classroom teachers meet with parents the 3 key OBPP Classroom components will be discussed with parents.	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	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, under lock and key, along with any

<p>when appropriate requests for therapy made.</p> <p>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.</p> <p>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.</p> <p>All staff members have been trained to intervene immediately in a situation of bullying or violence and of the Do's and Don'ts when intervening.</p> <p>All staff members have been trained on proper procedures for dealing with a reported or a suspected incidence.</p>	<p>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 interventions put in place have been successful. (OBPP Teacher's Guide Chapter 8) 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).</p> <p>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).</p> <p>Parents of a bystander who is actively involved in supporting the perpetrator will be contacted to inform them of their child's 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.</p> <p>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.</p>	<p>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)</p> <p>When a teacher or other staff member witnesses an act of bullying or violence they must intervene immediately using the 6 step Intervention Approach if there is no threat to their personal well-being.</p> <p>911 will be called if warranted.</p> <p>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.</p>	<p>other document(s) relating this incident. Only the Principal (or their designate) may access the secure file.</p> <p>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.</p> <p>Any report or complaint entered into an electronic filing system (GPI) may only be accessed and viewed by the person entering the report or complaint and by the school Principal (or their designate).</p> <p>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.</p> <p>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.</p>
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