



BULLYING/SAFE SCHOOLS INCIDENT REPORTING POLICY

MLCP is always working for the maintenance of a positive school climate where staff, students and parents work together promoting a safe, inclusive, diverse and respectful atmosphere.

The following are some characteristics of a positive school climate.

- ❖ Students, school staff members, and parents feel safe, and are safe, included, and accepted.
- ❖ All members of the school community demonstrate respect, fairness, and kindness in their interactions, building healthy relationships that are free from discrimination and harassment.
- ❖ Students are encouraged and given support to be positive leaders and role models in their school community.
- ❖ Open and ongoing dialogue takes place between the principal, staff members, parents, and students. All partners are actively included.
- ❖ The learning environment, instructional materials and teaching and assessment strategies reflect the diversity of all learners.
- ❖ Every student is inspired and given support to succeed in an environment of high expectations.
- ❖ Bullying prevention and awareness-raising strategies for students and staff are reinforced through curriculum-link programs.

In support of this, the following Standards of Behaviour will be routinely visited and are reflected in this discipline contract. All members of the school must display respect, civility, and responsible citizenship as follows.

- ❖ Respect and comply with all applicable federal, provincial, and municipal laws.
- ❖ Demonstrate honesty and integrity.
- ❖ Respect differences in people, their ideas, and their opinions.
- ❖ Treat one another with dignity and respect at all times, and especially when there is disagreement.
- ❖ Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.
- ❖ Respect the rights of others.
- ❖ Show proper care and regard for school property and the property of others.
- ❖ Take appropriate measures to help those in need.



- ❖ Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully.
- ❖ Respect all members of the school community, especially persons in positions of authority.
- ❖ Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that personal mobile devices are only using during instructional time for the educational and other permitted purposes.
- ❖ Not swear at a teacher or at another person in a position of authority.

Bullying is defined as aggressive, repeated behaviour intended by the person or people to cause undue physical, psychological, social or academic harm to another person or their reputation or the harming of an individual's possessions. Typically, the behaviour occurs when there is an imbalance of size, age, intelligence, economic or social status, religious, ethnic origin or disability. Bullying can have far reaching consequences for individuals, friends, peers and the community. Bullying includes the use of physical, verbal, electronic or written means to cause undue distress to another. Bullying adversely affects a person's well-being and ability to learn and function well. Bullying adversely affects the school climate, including healthy relationships. Bullying will not be accepted on school property, at school-related activities, on school buses or in any other circumstances (e.g. online) where engaging in bullying will have a negative impact on the school climate.

Negative physical, verbal or social aggression will be dealt with immediately. All allegations of bullying behaviours will be dealt with in a timely, supportive and sensitive manner. Prompt intervention and re-direction are of utmost importance. On-going opportunities through stories, discussion, real life scenarios and workshops are helpful in monitoring and prevention and also in strengthening inclusivity and equity. Teachable moments allow prompt intervention and allow coaching, support, understanding, maintaining of relationships and an improvement of social skills. Community based service providers will be utilized as needed. Professional Development opportunities will be offered, as available, to staff.



Incident reports noting the nature of, harm to, and steps taken will be documented and forwarded to all parties involved without personal information. Communication with those who have been harmed or upset must take place as soon after the incident as possible.

The witness to the incident should intervene immediately, call for assistance if needed, separate the individuals, ensure safety and verbally work through the situation - making sure all sides are heard. Reports to the Head Teacher, administrator and parent, where applicable, should follow.

Once the situation has been diffused discussions, possibly confidential, about supports, disciplinary measures, next steps and future prevention will take place with all involved parties. Opportunities for professional development will be encouraged with all staff.

Safe, inclusive climates, like MLCP, encourage student involvement in the prevention, monitoring and support of students with inappropriate behaviour. Corrective and supportive measures are first considerations. In all situations the circumstances, nature and severity of behaviour and the impact on others must be considered. Ongoing conversations with students, parents and staff allow for a good understanding of the social climate of the school.

Suspension or expulsion are possibilities in repeated situations although MLCP commits to all other interventions and supports before coming to this ultimatum. MLCP is committed to supporting and encouraging a positive school climate.

Policies are reviewed and updated as needed or every three years.

Steps to be Taken

- ❖ Intervene - Have Office Informed
- ❖ Gain Control of The Situation - Comfort and Support as Needed
- ❖ Ensure Safety of All
- ❖ Offer Medical or Soothing Assistance Where it is Required
- ❖ Discuss the Occurrence with All Parties
- ❖ Explore Alternative Reactions
- ❖ Document Incident
- ❖ Contact Parents
- ❖ Collectively Discuss Disciplinary Outcomes
- ❖ Follow up with families involved, within 24 hours



MLCP SAFE SCHOOLS INCIDENT REPORTING FORM *CONFIDENTIAL* - Report No: _____ - PART I

Name of Student Involved (if known):

Location of Incident:

- At a location in the school or on school property (please specify)
- On a school bus (please specify route number)
- At a school-related activity (please specify)
- Other (please specify)

Time of Incident:

Date:

Time:

Type of Incident (check all that apply):

REPEATED ACTIVITIES FOR WHICH SUSPENSION SHOULD BE CONSIDERED UNDER SUBSECTION 306(1) OF THE EDUCATION ACT

- Uttering a threat to inflict serious bodily harm on another person
- Swearing at a teacher or at another person in a position of authority
- Being under the influence of alcohol/drugs
- Using unacceptable language
- Bullying (verbal, physical, emotional)
- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
- Any other activity for which a student may be suspended under policy

REPEATED ACTIVITIES FOR WHICH EXPULSION MUST BE CONSIDERED UNDER SUBSECTION 306(1) OF THE EDUCATION ACT

- Possessing a weapon, including possessing a firearm
- Committing robbery
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Giving alcohol to a minor
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Using a weapon to cause or to threaten bodily harm to another person
- Any activity listed in subsection 306(1) that is motivated by bias, prejudice, or hate
- Bullying (if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person)
- Other: _____

Report Submitted By:

Name (print)

Name (signature)

Date

Copies Forwarded To:



CONFIDENTIAL – Acknowledgement of Receipt of Report - PART II

Investigation in progress

Once investigation is completed, principal to communicate results to the teacher at a mutually convenient time*

Once investigation is completed, at a mutually convenient time as appropriate*, the principal is to communicate results to:

Parent Staff Student Other:

Investigation completed

Principal to communicate results to the teacher at a mutually convenient time*

Principal to communicate, as appropriate*, results at a mutually convenient time to:

Parent Staff Student Other:

Name of Principal (print)

(signature)

Date

Note: Only Part II is to be given to the person who submitted the report.

*In accordance with s.300.2 of the Education Act, after investigating a matter reported by an employee, the principal shall communicate the results of the investigation as appropriate. In accordance with the Municipal Freedom of Information and Protection and Privacy Act and the Education Act, when reporting the results of the investigation, the principal shall not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation.