



**ANTI-BULLYING AND ANTI-VIOLENCE PLAN
2018-2019**



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

School: John Adam Memorial School

Anti-Bullying and Anti-Violence Committee Struck: August 27, 2018

Anti-Bullying and Anti-Violence Committee Chairperson:

Member	Role
Janine LeBourhis	Daycare Technician
Mervin Hunter	Principal
Justine Hughes	Teacher
Yandy Macabuag	Technician
Colleen O'Dowd-Dupuis	Technician
Lois Cianflone	Attendant

AB-AV Plan Presented to Governing Board: November 26, 2018
AB-AV Plan Approved by Governing Board: <i>November 26, 2018</i>
Parent Explanatory Document Distributed: <i>November 30, 2018</i>

Mervin Hunter
Principal (Signature)

[Signature]
Governing Board Chairperson (Signature)

School Portrait (e.g. demographics, geographical area, student population, any specialized programs or unique characteristic, baseline status at the school with respect to bullying and violence, key TTFM survey data).

John Adam Memorial School is an elementary school situated in Delson, on the south shore of Montreal. It is part of the Riverside School Board. The school serves the communities of Delson, Saint-Constant, St-Edouard, St-Remi, St-Isidore, and St-Michel. The school offers two programs from kindergarten to grade 6: English and French Immersion to 280 students.

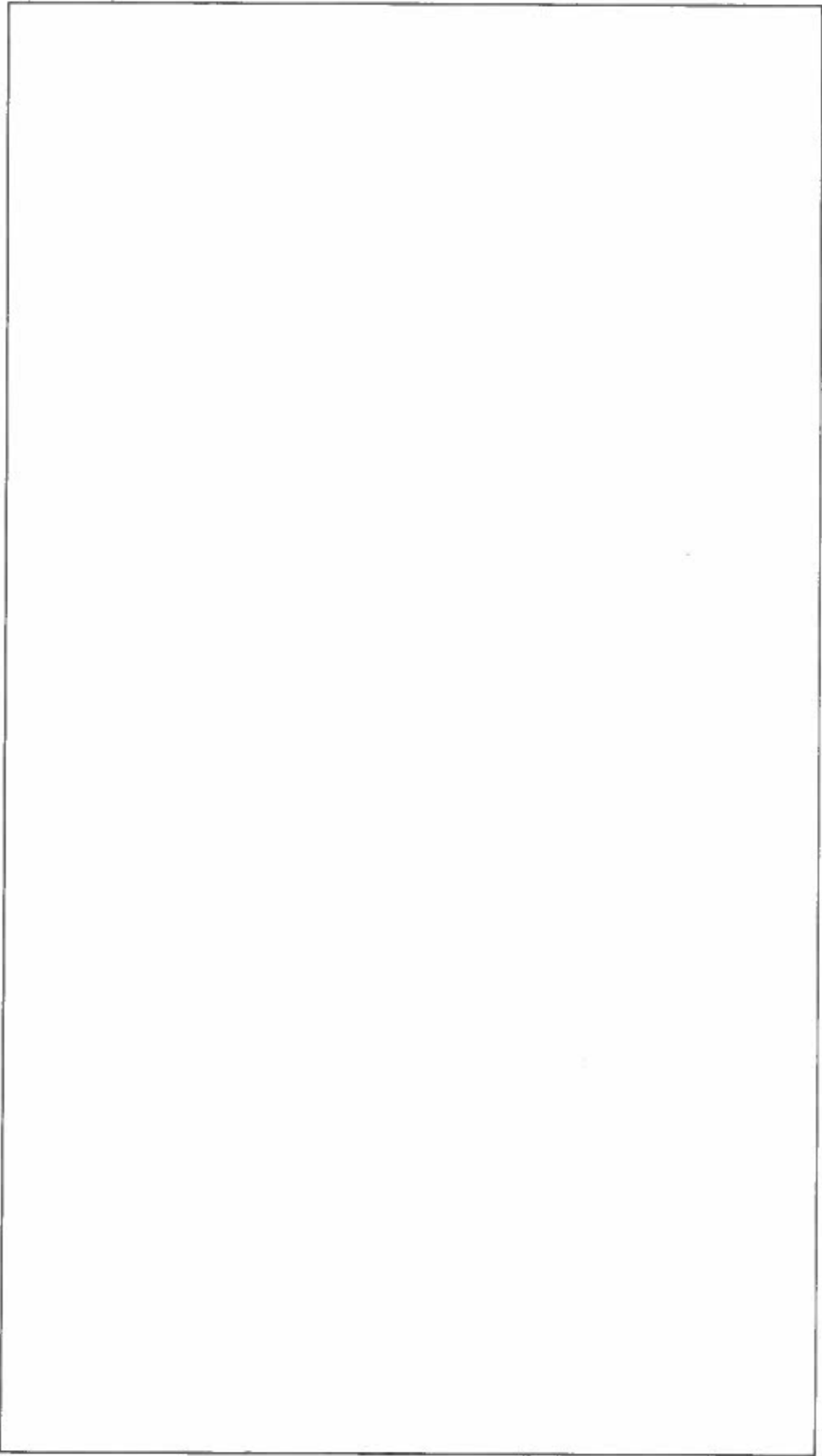
We, at John Adam Memorial School, are committed to fostering a healthy environment, which encourages academic, social, creative, physical development and the acquisition of life skills. We promote our values by actively encouraging respect for the school environment and for others. The school values are taught explicitly to the students in class and lived by the students through various school initiatives such as playground leaders program, paired reading and monthly student award assemblies.

The Tell Them From Me survey is completed once a year by cycle 3 students, below are the May 2018 results. We looked at the following key indicators which are related to a safe school environment:

- Sense of Belonging: 72% of students had a high sense of belonging; the Canada norm for these grades is 84%
- Positive relationships: 83% of students had positive relationships (80% of the girls and 87% of boys); the Canada norm for these grades is 81%
- Feel safe at school as well as going to and from school: 48% of students felt safe (39% of the girls and 59% of the boys); the Canada norm for these grades is 66%
- Victims of bullying (verbal, physical, social or cyber): 23% of students were victims of moderate to severe bullying (21% of girls and 25% of boys); the Canada norm for these grades is 24%

At John Adam Memorial School, we have a special room called: Oasis (Organizing and Assisting Students to develop Independent Studies). It is made available to students for the following purposes:

- To support students who are experiencing difficulties during unstructured time (before school, recess) and allowing them to develop more appropriate social skills by interacting with other students in a closely supervised area.
- To support students by providing a quieter environment with more individualized instruction during teaching time who would otherwise be unsuccessful if they remained in their classroom.
- A location for students to reflect on their inappropriate behaviour, verbal or/and physical.
- Interacting with others in an appropriate manner before applying those strategies with others in various situations.



BULLYING: Refers to any repeated direct or indirect behaviour, 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 injuries, hurts, oppresses, intimidates or ostracizes.

VIOLENCE: Refers to any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injuries, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

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

Practices in our School

The John Adam Memorial School community pledges its support for the Riverside School Board's **Policy on Maintaining a Safe, Respectful and Drug-Free Environment in Schools**. To that end, John Adam Memorial is committed to working towards eliminating all forms of bullying and violence within its community and to taking regular "snapshots" of its school climate as it relates to these particular issues.

Our practice at John Adam Memorial:

- Incidents are documented by the staff. Follow-up is taken with the students and/or staff concerned. Parents are contacted when deemed necessary. A standard form is used to record complaints.
- In-school and out-of-school suspensions and expulsions related to bullying and violent behaviour are recorded.
- Referrals to the office for bullying or violent behaviours are recorded.
- Use of the *Tell Them From Me* survey once a year to identify the student perception of bullying anonymously. The surveys are done step by step with the students in order for them to clearly understand the terminology used within it. The first survey establishes the situation, and allows for the implementation of actions and strategies. The second survey indicates the degree of impact of the actions and strategies. The results are shared with the staff and the governing board.
- Given an analysis of the situation, targets, actions, strategies and monitoring mechanisms are described in the school Educational Project. Results are indicated in the Report on the Educational Project.

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.

Practices in our school

The John Adam Memorial School community holds 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 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.

Our Practice at John Adam Memorial:

- **The Riverside Policy on Maintaining a Safe, Respectful and Drug-Free Environment in Schools** is available to all school members and parents via the Riverside School Board Website. The policy states that all students must behave in a respectful manner towards everyone in the school community. The Riverside policy, as well as the John Adam Memorial Code of Conduct, is discussed and referenced in communications with the school community.
- Implementation of cyber safety resources at the cycle three level. Ongoing education of all students, parents and staff regarding bullying and the roles that various individuals play, including the bystander. This is done through newsletters, information sessions, classroom lessons/activities, assemblies and small group sessions.
- Presentations by outside organizations and various professionals from the Riverside School Board.
- Ongoing student/teacher/staff/ information sessions on prevention of bullying and violence.
- Based on locations of previous incidents, staff discussions take place and solutions are put forward in order to prevent further incidents.
- Written and/or verbal communication with parents of victims and bullies.
- Encourage open discussions during Governing Board, and staff meetings.
- The Anti-Bullying and Anti-Violence Plan is made available to all members of staff, parents and students. Within our school agenda there is a page requesting that parents sign to acknowledge that they have reviewed the John Adam Memorial Code of Conduct and Anti-Bullying and Anti-Violence Plan with their child parents indicating their commitment and adherence to the Plan.

3. **Measures to encourage parents** to collaborate in prevention and elimination of bullying and violence and in creating a healthy and secure environment.

Practices in our School

Parent collaboration and cooperation is critical to the success of any plan to eliminate bullying and violence in schools. The John Adam Memorial School 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.

Our Practice at John Adam Memorial:

- The Anti-Bullying, Anti-Violence document is reviewed each year, approved at Governing Board, and is distributed to parents. It could also be addressed at the GB meetings, "Meet the Teacher" night, parent-teacher interviews, etc.
- Parent information sessions on specific topics of bullying and violence may be addressed at certain times during the year.
- Ongoing communication between Principal, staff members and the parents of children who are being bullied and those who engage in bullying behaviours, until complete resolution of the problem. Additionally, periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.
- Possible interventions to establish partnerships with parents: identify students with behavioural difficulties – school Principal/teacher makes initial contact at the beginning of the year to discuss how 'we' want the year to be successful for the student.
- Written and/or verbal communication with parents of victims and bullies in order to ensure parental collaboration.
- Encouraging dialogue between the children and their parents in regards to incidents that occurred on school property by means of a student reflection sheet.
- When a parent is informed of an incident of bullying or violence by their child, it is strongly suggested that the parent advises the homeroom teacher first and foremost. The principal may also be contacted.

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

Practices in our School	
All members of the John Adam Memorial 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.	
Students	<ul style="list-style-type: none"> • Guarantee of confidentiality when reporting. • Any student who witnesses an act of bullying or violence is encouraged to tell a staff member at school, and we advise them to tell an adult at home (if adults have been advised of procedures, they will know how to proceed). • Locked box where students can submit a written communication. Students will be educated as to what the intent and purpose of this box is, including who will have access to the contents, in order to ensure proper use of this tool and anonymity. Students should be encouraged to sign their name to allow for follow-up. • If a student provides a verbal report to a staff member(s) concerning a particular incident, the staff member(s) in question must document this and follow-up as needed.
Parents	<ul style="list-style-type: none"> • Guarantee of confidentiality when reporting. • Any parent who is made aware of an act of bullying or violence is encouraged to tell the principal, the student's teacher or a school member as soon as possible. • If a parent provides a verbal report to a school member(s) concerning a particular incident, the school member(s) in question must document this, advise the appropriate school members and follow-up as needed.

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

Practices in our School

No member of the John Adam Memorial School 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 amongst our population. Furthermore, we are committed to considering all available facts in a timely and efficient manner.

Our practice at John Adam Memorial:

- A student or staff member must respond to the situation.
- The student who witnesses an incident must report the incident to a staff member at the school using the established protocols (refer to 4 in this plan).
- 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, providing that the safety of other students is being met.
- A student may intervene if the situation does not threaten his/her well-being and is encouraged to seek the assistance of a staff member.
- The student(s) involved in the bullying and/or violent behaviour may be sent to the Office, OASIS or staff assistant, depending on the severity of the incident. The homeroom teacher will be advised. In serious situations, the Principal is notified immediately and at the discretion of the staff member, 911 may be called.
- Depending on the severity of the incident, the adult involved will investigate the situation and may impose a consequence. A follow-up report is sent to the Principal or designate.
- When considered necessary, students complete a reflection sheet that is signed by school staff and then sent home to parents to be returned to school the following day.

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

Practices in our School

As part of the investigative and follow-up processes, John Adam Memorial School 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, steps taken by the school as a consequence of its investigation and indication of intended follow-up. John Adam Memorial is committed to keeping these records confidential and secure so as to protect all parties regardless of their role in the incident.

Our practice at John Adam Memorial:

- It is important to note that in order to respect confidentiality, only information pertaining to one's own child will be released. Information pertaining to the other parties will not be shared.
- Reports of bullying and/or violence are kept in the office in a confidential file.
- The Anti-Bullying/Anti-Violence plan is reviewed a minimum of once per year, minimally, to ensure all staff are familiar with the procedures and with the issues of confidentiality.

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

Practices in our School

All members of the John Adam Memorial School 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 as per the process described in section 4 of the plan

Victim

- An adult 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 staff member with whom the student is comfortable talking.
- Conduct follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student (all meetings are documented in writing). These meetings may be held with a staff member they are closest to.
- Concerned staff members will be made aware of the incident to ensure that the student is safe.
- Parents are informed in a timely manner following the incident and regularly updated until the situation is resolved.
- When appropriate a referral for additional support can be made to Riverside School Board .
- In the event of an incident involving the bullying of a student by an adult, the incident must be reported immediately to the Principal who will contact the Director of Educational Services and/or the Director of Human Resources. Refer to page 10 of the **Policy on Maintaining a Safe, Respectful and Drug-Free Environment in Schools.**

Bystander

- Following the incident, a discussion is 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.
- Consequences are applied, if appropriate, for students that are actively involved in encouraging the incident.
- Written or verbal communication with parents when appropriate.

Cont'd from previous page

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

**Practices in our School
Perpetrator**

Depending on the severity of the incident:

- Managed by the staff who intervened and the incident is reported to the principal.
- The adult who intervenes or adult who is told of an incident makes a report to the principal (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 principal and/or delegate meets with the transgressor. The transgressor is told of the report, discusses the incident and is given a consequence.
- The transgressor'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.
- The parents are informed of their right to request assistance from the Student Ombudsman.

IN ALL CIRCUMSTANCES, THE PRINCIPAL MUST BE INFORMED OF EACH AND EVERY INCIDENT

8. **Specific disciplinary sanctions** for acts of bullying or violence, according to their severity or repetitive nature. (Ref. RSB Policy on Bullying and Violence).

<p>Practices in our School</p> <p>John Adam Memorial School 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 subordinate to that objective.</p>
<p>Minor Incidents</p> <ul style="list-style-type: none"> ○ Discussion between the adult(s) who witnessed or is told of the incident and those involved. The adult can then decide that no further actions are required at this point of time. The parents will be notified with a written or verbal communication. A report will go to the principal. ○ Supervision of the transgressor during free time; i.e. must be shadowed by a supervisor during recess and/or at lunch time or sent to OASIS. ○ Detention of the transgressor: 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. A reflection sheet will be filled out by the student, signed by a staff member and sent home to the student's parents for their signature. It is expected the reflection sheet will be returned to school the following day. (Detention with daycare technician during daycare hours.)
<p>Moderate Incidents</p> <ul style="list-style-type: none"> ● Transgressor is immediately sent to the office, OASIS or daycare technician (during daycare hours). ● Loss of privileges and/or removal from class (lunch hour, recess, free time etc.) ● Detention of the transgressor: 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. A reflection sheet will be filled out by the student, signed by a staff member and then sent home to the student's parents for their signature. The reflection sheet is expected returned to school the following day. ● In-school suspension or out of school suspension. ● Re-integration plan is discussed with the parents and the staff member(s) involved and then applied.

Severe Incidents

- In-school suspension.
- Out-of-school suspension with re-entry meeting with parents (in person or via telephone) and student. A plan is developed for the student and implemented. Teachers and staff implicated are informed of the plan.
- Preventative measures are put into place to support the successful reintegration of the student. Such measures include: modification of schedule and/or gradual re-entry to school and classroom. Same applies to free time, recess and/or lunch recess.
- Recommendation to move the student to another school or to expel from the Board if considered compulsory.
- Involvement of the police if deemed necessary.

9. Required follow-up on any report or complaint concerning an act of bullying or violence. (Ref. RSB Policy on Bullying and Violence).

Practices in our School

John Adam Memorial School 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.

Our practice at John Adam Memorial:

- An individual meeting with the victim to determine the validity and severity of the incident reported; notes are taken.
- Meeting with the bystanders to gain further information; notes are taken.
- Meeting with the transgressor to inform him/her of incident reported, to hear the transgressor's point of view and to apply appropriate consequences; notes are taken.
- When appropriate, the principal and/or behavior technician will sit down with the concerned parties in order to further discuss the situation at hand.
- Follow-up phone calls to parents/guardians of the victims and transgressors (and in some cases of the bystanders) to:
 - Alert them of the incident and the follow-up provided/to be provided.
 - Gather further information.
 - Gain parental support.
 - Request a meeting, if appropriate.
- Parents are advised of their right to request assistance from the person designated by the School Board for that purpose; notes are taken.
- A summary report of the incident and follow-up measures taken are sent to the Director General.