



**Action Plan against Bullying and  
School Violence  
St-Lawrence School  
2019-2020**

*Passed at the Month/Day 2019 GB*





**ANTI-BULLYING AND ANTI-VIOLENCE PLAN  
2019-2020**



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

School: St Lawrence

Anti-Bullying and Anti-Violence Committee Struck (Date): August 2017

<b>Member</b>	<b>Role</b>
Bob Matthey _____	Principal _____
Sandra Fréchette _____	Vice Principal _____

Plan Presented to Governing Board (Date): May 22, 2019 \_\_\_\_\_

Plan Approved by Governing Board (Date): June 12, 2019 \_\_\_\_\_

Plan Amended (Date): \_\_\_\_\_ Approved by GB (Date): June 12, 2019

Parent Explanatory Document Distributed (Date): In school's agenda

Governing Board Evaluation of Results Achieved by the School with Respect to Preventing and Dealing with Bullying and Violence (Date): June 12, 2019 \_\_\_\_\_

**School Portrait**

St-Lawrence School's mission is to provide and foster a lifetime love of learning in our children. By offering two academic programs, we promote a healthy, safe, caring and stimulating environment in both English and French languages. We are committed to developing in our students a sense of respect, duty and responsibility towards self, peers, the community and the environment.

St-Lawrence School has 548 students currently enrolled and serves the communities of Candiac, La Prairie, Sainte-Catherine, St-Mathieu and St-Philippe. Part of Delson, situated on the North side of the route 132, has recently been added to our territory as well as 2 sectors from Saint-Constant (French Immersion Program only). We have two buildings side by side: Kindergarten and Cycle 1 (grades 1 & 2) in the St-Raymond pavilion in addition to one grade 3 class in the English program. Cycle 2 (grades 3 & 4) and Cycle 3 (grades 5 & 6) are located in the Champlain pavilion. Each pavilion is equipped with a gymnasium, a library, a computer lab and a music room to help stimulate learning. St-Lawrence School has a dedicated school team offering two rich education programs: French Immersion and English, which includes music, visual arts and physical education for cycle 1, 2 and 3. Educators take part in continuous professional development. St-Lawrence also offers a daycare service for their students starting at 7:00 am in the morning. In the afternoon, registered students transition to daycare which is open until 6:00 pm. A homework period is included in the daycare routine. Parents are an essential component of St-Lawrence school's dynamic learning environment. They help to provide a variety of activities that promote community pride, service to others, awareness of a healthy lifestyle, and respect for the environment.

We strive to encourage, and stimulate the intellectual, emotional, spiritual and physical development of our students in order to support and empower them to become well-rounded citizens.

We are focusing on measures and programs such as our Oasis room, our playground project (improved yard & access to active/fun/safe activities outside as well as a variety of lunch time sports and clubs), better communication between employee groups and parents, and student education to support our Anti Bullying Anti Violence Plan. Through the implementation of the plan, students will be sensitized to the need for respect and the importance it plays on creating a safe and caring learning environment. This year, The school has implemented the Pillars of Caring Character Education Program. This program provides common language and behavioral goals to all the students and stakeholders. The key value/goals are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Each pillar has a 6 week focus period in which the pillar (example: trustworthiness) will be defined and explored by the students. During this focus period, trustworthiness would be emphasized during interventions with students at school by the whole staff (this includes Lunch Monitors, Daycare Educators as well as Student Support Personnel). With this program, students will discuss examples of what actions and language support the 6 pillars so that they can in turn develop into caring students by integrating these behaviors into their everyday actions.

## **Law 19: An Act to prevent and stop bullying and violence in schools**

In order to make the various stakeholders more accountable with respect to bullying and violence in schools, on June 12, 2012, the Quebec National Assembly passed Law 19, an Act to prevent and stop bullying and violence in schools, which involves various amendments to the Education Act and the Act respecting Private education. Law 19 specifies the duties and responsibilities of the relevant school stakeholders and their partners. It also stipulates that school boards must see to it that each of their schools provides a healthy and secure learning environment that allows every student to develop his or her full potential, free from any form of bullying or violence.

Every public and private educational institution will be required to adopt and implement an anti-bullying and anti-violence plan.

The plan must include:

- 1-an **analysis of the situation** prevailing at the school with respect to bullying and violence.
- 2-**prevention measures** to put an end to all forms of bullying and violence
- 3-**measures to encourage parents to collaborate** in preventing and stopping bullying and violence and in creating a healthy and secure learning environment
- 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.
- 5-the **actions** to be taken when a student, teacher or other school staff member or any other person observes an act of bullying or violence
- 6-measures to protect **confidentiality** of any report or complaint concerning an act of bullying or violence
- 7-**supervisory or support measures** for any student who is a victim of bullying or violence, for witnesses and for the perpetrator
- 8- specific **disciplinary sanctions** for acts of bullying or violence, according to their severity or repetitive nature
- 9-the required **follow-up** on any report or complaint or complaint concerning an act of bullying or violence.

## Definitions

**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. **Art. 13, LIP 2012**

**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. **Art. 13, LIP 2012**

## TERMS:

**Board:** Riverside School Board (RSB)

**Office:** Administration - Principal and/or Vice-Principal

**GB:** Governing Board

**PPO:** Parent Participation Organization

**Adult:** Includes Principal, Vice-Principal, Educators, Technicians, Staff and Volunteers

**Staff:** Includes Administration, Educators, Secretaries, Behavioural Technicians, Technicians, Student Attendants, and Caretakers

**Victim:** Complainant, child or adult – alleged victim of bullying or violence.

**Perpetrator:** Anyone accused of an alleged act of bullying or violence.

**Participant:** Anyone, child or adult, who took part in any way in the alleged act of bullying or violence.

**Bystander:** Anyone, child or adult, who observed the alleged act of bullying or violence.

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

- Use of the *Our School* survey once per year to identify the students' perception of bullying, feeling safe, student advocacy at school, etc. The spring survey indicates the degree of impact of the actions and strategies that were implemented earlier in the year.
- Continued efforts, initiatives and strategies in order to develop a more caring and safe school is now included in our Educational Project.
- AVAB topic is discussed in frequent committee and staff meetings in order to allow all employee groups to provide feedback, state their concerns, etc.
- The AVAB committee reviews feedback from the different employee groups and looks at putting in place solutions and programs
- Technicians support the Administration and staff in intervening with behavioral issues at lunch and recess.
- Recording of referrals to the office for bullying or violent behaviours and reports are completed as necessary. Daycare also documents incidents and report to Administration as needed.
- Recording of in-school and out-of-school suspensions and expulsions related to bullying and violent behaviour.

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.

- The *St. Lawrence School of Conduct* is published in the student agenda each year and reviewed by educators in class and read and signed by all students and parents.
- Ongoing education of all students (class, general assemblies, special activities) and staff meetings, Staff Council, professional development on pedagogical days regarding bullying and the roles that various individuals play, including the bystander.
- Volunteers in the school will be made aware of who to speak to should they witness or be told of an act of bullying or violence.
- Presentations by outside organizations. (police community officer, Missing Children's Foundation, etc.) on relevant topics such as what someone should do if they witness inappropriate behaviour, how to protect oneself from cyber-bullying, who can someone talk to about bullying and violence especially if one is a victim.
- Children's emergency help line telephone numbers will be published in the Student Agenda each year.
- Posters and/or other student work are published on the school walls (Related to the Pillars and/or violence and bullying)
- Oasis room is open as an additional prevention measure in the morning, during recess and lunch time for students who have been identified as needing this service. Social skills' groups are organized out of this room as well.
- Frequent meetings are organized with the lunch staff to ensure better communication about school procedures related to the prevention of bullying and violence.
- More and more initiatives are integrated each year: activities ran by the CLC Coordinator, sports and clubs, Character Pillars, box of games in the cafeteria, Student Council.

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

- The *Action Plan against Bullying and School Violence, St. Lawrence School* document is reviewed each year by all pertinent school groups (staff, Staff Council, Governing Board)
- An information document about the plan is included in the student agenda.
- Information may be sent to parents highlighting anti-bullying and anti-violence resources or signs to watch out for such as the symptoms that a child is being bullied, how to talk with their child about the situation, how to help your child if they have witnessed bullying, Internet Safety, cyber-bullying, etc.
- Possible parent information sessions on specific topics of bullying and violence are identified and parents are encouraged to attend.
- Ongoing communication between the Office and the parents of children who are being bullied and those who engage in bullying behaviours will continue until a resolution has been reached. Additionally, periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.
- Identify students considered at risk of being implicated in bullying situations. – School Principal/ Vice-Principal/teacher makes initial contact at the beginning of the year to discuss how to make the year successful for the student.
- When applicable, some strategies will be included in a student's IEP.

### **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.

#### **Students**

- Guarantee of confidentiality when reporting.
- Any student who witnesses or is involved in an act of bullying or violence must tell a staff member at school, and should tell an adult at home.
- Students and parents can refer to complaint procedure for violence and intimidation in student agenda.
- Incident reports are completed when serious conflicts/incidents implicating violence or bullying occur. Once the intervention is completed, these reports are kept in alphabetical order for proper follow up to occur should the same student(s) be involved.
- Incidents of cyber bullying must be reported and a print of the communication should be given to the Office.



## Parents

- Communicate with the teacher/educator/administrator (agenda, email, phone or in person) as indicated in the complaint procedure that is in the student agenda.
- The teacher/educator will intervene / communicate with the administrator if necessary (conflict vs. violence or bullying) and report back to parents.
- In the case of cyber-bullying, parents, victims or witnesses should always print a copy of the communication to report an incident.

### 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.

- A staff member must respond to the situation.
- Depending on the severity of the incident, the adult involved may investigate the situation and impose a consequence.
- All staff must document any moderate to severe act of violence or any act of bullying.
- Repeated minor incidents should also be recorded in order to plan further intervention for identified students.
- The student involved in the bullying and/or violent behaviour may be sent directly to the office depending on the severity of the incident. In serious situations, the office is notified immediately
- A student may intervene if the situation does not threaten his /her well-being or may choose to seek the assistance of a staff member or any other adult present.
- The student who witnesses an incident must report the incident to an adult in the school.
- This contact and follow-up must be documented. Following the investigation, the parent should be contacted, told that the situation is being investigated and appropriate action(s) is underway. Details are not given in order to maintain confidentiality.
- In any emergency situation, 911 may be called

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

- The plan is reviewed a minimum of once per year and all staff are reminded that every incident and the follow-up actions taken must be kept confidential.
- The *Action Plan against Bullying and School Violence, St. Lawrence School* document is presented to all staff.
- Reports of bullying and/or violence and all related documents are kept by the administrator. Incident reports are kept in a binder in the Oasis rooms in both pavilions.
- Only information pertaining to one's own child will be released.

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

### **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, behavioural technician or another adult with whom the student is comfortable talking.
- Administration is advised of complaints and incidents by either the alleged victim or adult who saw or was told of the incident in question. Minor incidents are first dealt with by the technician or the teacher who keeps the administration informed if need be.
- Administration hold follow-up meetings with the student and the assigned staff member (behaviour technician, social worker or teacher the victim is closest to) in order to ensure the bullying or violence has stopped and to provide support to the victim. Documentation of the follow-up is necessary.
- Staff in contact with the alleged victim are made aware of the incident to ensure that the student is safe.
- Parents are informed immediately following the incident and regularly updated until the situation is resolved.
- Referral for counselling is requested when appropriate.

### **Bystander**

- Following an incident, a discussion is held with any bystanders to evaluate the incident/situation and their role in it.
- Depending on the severity of the incident, 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.
- Parents will be contacted when appropriate.

### **Perpetrator**

- Managed by the staff who intervened and the incident is reported to the office.
- The adult who intervenes or who is told of an incident makes a report to the office that includes a request for a follow-up investigation (Incident report)
- Once an investigation has been completed and the incident is confirmed to be bullying and/or violence, the Principal, Vice-Principal or appointed delegate meets with the alleged perpetrator. The perpetrator is told of the report, discusses the incident and is given a consequence accordingly.
- The perpetrator's parents are contacted and informed of the incident and the consequences (if necessary). The parents may be asked to come to school for a follow-up meeting.
- The parents, in serious cases, are informed of their right to request assistance from the person designated by the Board (Law 19 Section 11).

- 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 the Policy on Maintaining a Safe, Respectful and Drug-Free Environment in Schools.

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

**Students who adopt behaviors of intimidation or violence are liable to the following disciplinary actions, after assessing the situation (duration, frequency, intensity, gravity)**

- Discussion between the victim and the adult who witnesses or is told of the incident. Adult decides no further follow-up is required.
- Detention of the perpetrator: during this time, there is a discussion between the perpetrator and the supervising staff member about the incident and how to better deal with similar situations should they occur.
- Perpetrator is immediately sent to the office or other designated area.
- Supervision of the perpetrator during free time; i.e. must be shadowed by a supervisor during recess and at lunch time.
- End of activity.
- Withdraw from activity.
- Loss of privileges (lunch hour, recess).
- Reparations.
- Reflection.
- In-school suspension.
- Out-of-school suspension with re-entry meeting with parents and students. A plan is developed for the student and agreed to by all. Teachers and staff implicated are informed of the plan.
- Recommendation to move the student to another school or to expel from the Board.
- Involvement of the Police.
- Any other disciplinary measures that are deemed appropriate to the situation.

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

- An individual meeting with the victim to determine validity and severity of incident reported; **notes are taken.**
- Meeting with bystanders to gain further information; **notes are taken.**
- Meeting with perpetrator to inform him/her of incident reported, to hear the perpetrator's point of view and to apply appropriate consequences; **notes are taken.**
- Follow-up contact is made with the parents/guardians when necessary 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 Board for that purpose; **notes are taken.**
- A summary report of the incident and follow-up measures taken, when necessary, are sent to the Director General of the School Board.

## **10. Review and Evaluation of this document**

- The *Action Plan against Bullying and School Violence, St. Lawrence School* will be reviewed at least once a year by each group within the school (administrators, staff, Staff Council, Governing Board)
- The Governing Board will formally adopt the document in May or June each year.
- An Annual report will be made and attached to the Governing Board Minutes every June to evaluate the progress being made in the school.