



## ***ANTI-BULLYING AND ANTI-VIOLENCE PLAN 2020-2021***

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

School: **ST. JOHNS SCHOOL**

Anti Bullying and Anti-Violence Committee:

<b>Member</b>	<b>Role</b>
Colleen Lauzier _____	Principal, AB-AV Coordinator
Anthony McGuinness _____	Vice-Principal (High School)
Valerie Caya _____	Vice-Principal (Elementary)
Janet Ritchie _____	Teacher
Joelle Beaubien _____	Teacher
Stephanie Godbout _____	Teacher
Deborah Devine _____	Teacher
Isabelle Matte _____	Attendant
Brigitte Lafortune _____	Behaviour Technician

Plan Presented to Governing Board: November 16, 2020

Plan Approved by Governing Board: November 16, 2020

Parent Explanatory Document Distributed: Document available to parents via school website.

Governing Board Evaluation of Results Achieved by the School with Respect to Preventing and Dealing with Bullying and Violence: Report presented to Governing Board in June 2022

Document distributed to Parents regarding the Evaluation: TBD

## School Portrait

Reflecting the unique and singular distinction of having grades K-11, the mission of St. Johns School is to promote individual growth in a warm and nurturing atmosphere. Furthermore, as the sole Anglophone school serving its citizens, we strive to give all our students a quality education by promoting the school community and students.

St. Johns School provides English educational services for children from Kindergarten to Secondary V. With a student population of 504 at the Elementary level and 295 at the Secondary level, the school is large enough to provide a wide variety of services, yet small enough to give the more individual personal touch. Our students come from a fair-sized industrial city, Saint-Jean-sur-Richelieu, some rural communities such as Saint-Blaise, Lacolle, Mont Saint-Gregoire and Sabrevois, and represent a mixed social-economic background. Our Daycare offers services to students from K to 6 and has enrollment of approximately 140 full and part-time students.

St. Johns is also a Community Learning Centre. As such, we benefit from the support of a Community Development Agent (CDA) and LEARN Quebec to increase links with the community. Our most significant community partnerships are with the Table Jeunesse du Haut-Richelieu and with the Military Family Resource Centre (MFRC). Saint-Jean-sur-Richelieu is home to the Canadian Armed Forces Basic Training Centre. Approximately 15% of our students come from military families. The average stay for a military family is 3 to 4 years.

**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 that 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.

<b>Practices in our School (Current and Desired)</b>
<ul style="list-style-type: none"><li>• Use of the <i>Our School</i> survey to identify the student perception of bullying by grades 5 and 6 students at the elementary level and all high school students. Results from the <i>Our School</i> survey help the school to establish the situation, and allows for the implementation of actions and strategies.</li><li>• Incidents are reported verbally or emailed to Administration by the staff to record complaints. Parents voice their concerns to the staff (teachers, lunch monitors, daycare educators, etc.) and administration.</li><li>• In-school and out-of-school suspensions and expulsions related to bullying and violent behaviour are recorded in writing.</li><li>• Referrals to the office for bullying or violent behaviours are recorded in writing.</li></ul>

2. **Preventative measures** to put an end to all forms of bullying and violence in particular those motivated by racism, homophobia, or targeting sexual orientation, sexual identity, a handicap or a physical characteristic.

<b>Practices in our school (Current and Desired)</b>
<ul style="list-style-type: none"><li>• St. Johns School Rules/Code of Conduct is written in the school agenda. Together, the School Rules should be read and signed by both the students and parents in the month of September. Homeroom teachers will verify the signatures.</li><li>• Teachers will share gathered resources to combat cyber-bullying during staff meetings or via the weekly blurb. (i.e. Sensitization of <i>Common Sense Media resources, Telus resources</i> at all grade levels, <i>Six Pillars of Character Education</i>.)</li><li>• Development of intervention continuum by staff facilitated by <i>Centre of Behaviour of Excellence</i>.</li><li>• Continue ongoing discussions about the different types of bullying and launching of activities to promote the <i>Six Pillars of Character Education</i> (respect, caring, fairness, responsibility, trustworthiness, citizenship).</li><li>• Parents will be informed of any bullying incidents. (Use of preferred means of communication with parent, email, note in agenda or phone call.)</li><li>• Survey students, through <i>Our School</i> survey, to determine where the 'hot spots' are for bullying and violence.</li><li>• Secondary student assemblies to be held in September and January to review St. Johns School Rules/Code of Conduct with students. Periodic student assemblies throughout the year at the Elementary level to address issues, review rules and procedures, celebrate success and set new goals to improve school climate.</li><li>• A variety of clubs and activities to support the development of social skills.</li><li>• AB-AV Plan posted to school website in its entirety for all parents.</li><li>• Our CLC Development Agent and our local police department are implicated in these measures.</li></ul>

- Use of Our Oasis and Emotions room are available to support students.
- During supervision times, (recess and lunch) staff members wear security vests to be easily visible.
- Use of a variety of prevention and intervention practices are used to support students in need (Foster Class, parachute pass, etc.).
- Collaboration between the school and outside services (CLSC, SEM, Military Family Resource Centre) when needed.

**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**

- The Anti-bullying, Anti-Violence document is reviewed each year and is distributed to parents by email and posted on the school website.
- Communication between administration and the parents of all children involved until resolution of the problem.
- CLC working at getting AB-AV initiatives that may require funding. Actively researching possible grants or community partners to set up in-school projects/activities for our students.
- Periodic information or educational material will be sent to parents via the Monday Message such as the pillar initiatives.
- Safe School Alert website is made available to parents. Information to be posted on the school website.

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.

<b>Practices in our School</b>
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Students will be provided with the School Rules at the beginning of the school year through their agendas, assemblies and homeroom discussions.</li> <li>• Students are encouraged to communicate with the homeroom teacher, support staff or administrator.</li> <li>• Safe School Alert: an online system for reporting any bullying, harassment or acts of violence. Students have multiple options for using the app (online, text, phone, email).</li> <li>• Students who witness an act of bullying or violence are encouraged to tell a staff member at school or an adult at home.</li> </ul>
<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Elementary: If parents are notified of a bullying situation or act of violence by their child, they should report this information to the homeroom teacher first and then, if necessary, to school administration.</li> <li>• Secondary: If parents are notified of a bullying situation, they should contact the school administration.</li> <li>• Safe School Alert: an online system for reporting any bullying, harassment or acts of violence. Parents have multiple options for using the app (online, text, phone, email).</li> <li>• Refer to communiqué entitled “Protocols to Address Parental Concerns” available on the school website.</li> </ul>

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.

<b>Practices in our School</b>
<ul style="list-style-type: none"> <li>• All staff members <u>must</u> respond to an observed act of bullying or violence.</li> <li>• Students are expected to intervene by seeking the assistance of a staff member.</li> <li>• 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. If the situation threatens the staff member, he/she must report it immediately to administration.</li> <li>• Administration will oversee all situations where emergency services need to be involved.</li> <li>• Incidents are documented and part of the school’s running records.</li> </ul>

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

<b>Practices in our School</b>
<ul style="list-style-type: none"><li>• The plan is reviewed a minimum of once per year.</li><li>• All staff members are reminded that every incident and the follow-up must be kept <u>confidential</u>.</li><li>• The Anti-Bullying and Anti-Violence Plan is upheld by all staff indicating their commitment and adherence to the Plan.</li><li>• Documented evidence of bullying and/or violence will be included in the students' personal file.</li><li>• 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</li></ul>

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

<b>Practices in our School</b>
<b>Victim</b> <ul style="list-style-type: none"><li>• Appropriate school staff members are made aware of the incident to ensure that the student is safe.</li><li>• Conduct follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student.</li><li>• Parents are informed following the incident and updated when the situation is resolved.</li><li>• Referral for counselling is requested when appropriate.</li><li>• *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.</li></ul>
<b>Bystander</b> <ul style="list-style-type: none"><li>• Following the incident, a discussion is held with any bystanders to determine their role in the incident. If the incident 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.</li><li>• Consequences are applied, if appropriate for students that are actively involved in encouraging the incident.</li><li>• Phone call home when appropriate.</li></ul>

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

<b>Practices in our School</b>
<b>Perpetrator</b>
Depending on the severity of the incident: <ul style="list-style-type: none"><li>• Managed by the staff who intervened and the incident is reported to administration.</li><li>• The adult who intervenes or adult who is told of an incident makes a report to the student's teacher and/or the Principal, depending on the severity of the incident. Once the facts have been collected and the incident has been confirmed to be bullying and/or violence, the administration meets with the perpetrator. The incident is discussed and a consequence is given.</li><li>• The perpetrator'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.</li><li>• The parents are informed of their right to request assistance from the person designated by the School Board (Bill 56/Law 19 Section 11).</li></ul>

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

<b>Practices in our School</b>
<b>Minor Incidents: Possible consequences may include but are not limited to -</b>
<ul style="list-style-type: none"><li>• Discussion with the adult who witnesses or is told of the incident. Adult decides no further follow-up is required.</li><li>• Lunch monitors and Students Services are aware of the situation and are more vigilant during recess and at lunchtime.</li><li>• Lunch detention of the perpetrator.</li><li>• Sheltered lunches, supervised recesses, shadow during unstructured times.</li><li>• Reflection sheet.</li><li>• Act of restoration.</li><li>• Intervention from a Special Education Technician.</li></ul>

**Moderate Incidents: Possible consequences may include but are not limited to -**

- Perpetrator is immediately sent to the office or other designated area.
- Loss of privileges (lunch hour, recess).
- Lunch detention of the perpetrator for a longer period.
- Act of restoration.
- Communication with parents (note in agenda, phone call, email or meeting).
- Intervention from a Special Education Technician.

**Severe Incidents: Possible consequences may include but are not limited to -**

- In-school suspension.
- Implementation of an alternate schedule for students involved.
- Out-of-school suspension with re-entry meeting (if needed) 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.
- Intervention from a Special Education Technician
- Recommendation to move the student to another school or to expel from the Board.
- Involvement of the Police.



**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**

- All recorded information will be included in the student discipline file.
- Meeting with bystander and victim for check-ins.
- A summary report of the incident and follow-up measures taken are sent to the Director General/school board.
- Ongoing communication between home and school to monitor situation.
- Collaboration between school and outside services if necessary.