

ANTI-BULLYING ANTI VIOLENCE PLAN

LaSalle Community Comprehensive High School (LCCHS)

Goal: To prevent and stop all forms of bullying and violence targeting a student, a teacher or any other staff member, and to foster healthy relationships within the school community.

Definitions:

Bullying: refers to any repeated direct or indirect behavior, 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 injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

Members of the anti-bullying and anti-violence team:

Teachers	Non-Teaching Professionals	Administrators
Jennifer Beaudoin Kethia Pognon-Hanna	Joanne Graham, FSSTT Julia Benner	Deborah Dixon, Principal Allison Brown, Vice Principal

Governing Board approval: April 21st, 2021

Mylene Allard, Governing Board Chair
Deborah Dixon, Principal

Context:

The [Quebec Education Act](#) outlines the contributions of all stakeholders, including students, parents, staff, governing board and the school board, regarding their responsibility towards the elimination of bullying and violent behavior in the school community. In particular, Articles 75.1 and 96.12 of the Education Act outline the school's responsibility to develop, implement, and review an anti-bullying and anti-violence plan in collaboration with school staff on an annual basis. This plan, as outlined on the following pages, must be approved by the governing board and reported on annually.

This Anti-Bullying and Anti-Violence Plan reflects the Lester B. Pearson's Safe and [Caring School Policy](#) (November 2016). For more information, please consult the school board website.

Community Profile:

Founded in 1965 and situated in the East end of LaSalle close to the historic Lachine Rapids, L.C.C.H.S. is the only Secondary school serving the English community in the Borough of LaSalle. The school services students from a wide range of cultural and socio-economic backgrounds.

The continued commitment to excellence on the part of the entire staff has allowed the school to develop and initiate a variety of programs to better serve the varied needs of our student population.

As a community school we uphold our motto of:

"For the strength of the pack is the wolf, and the strength of the wolf is the pack"
– Rudyard Kipling

1. Analysis of the School's Situation:

The LCCHS Community pledges its support for the position of the Lester B. Pearson School Board's Safe and Caring Schools Policy. To that end, LCCHS is committed to working towards the elimination of all forms of bullying and violence in its community by taking a regular measure of its school situation, implementing preventative measures and following up on reports pertaining to bullying and violence.

Proposed Steps;

LCCHS will use the following information to analyse the school's situation:

- the number of **written reports** received by the administration from students, staff and parents related to bullying and violence
- the data collected from the *Tell Them From Me* survey
- the number of **bus reports** related to bullying and violence
- the number of **suspension** (in-school and out-of-school) related to bullying and violence
- the number of **expulsions** related to bullying and violence

LCCHS will also include in its Educational Project the targets and strategies in place to prevent and eliminate bullying and violence from its school community as well as any monitoring mechanisms and support systems in place.

2. Prevention Measures:

The LCCHS community holds firm in the conviction that education and dialogue are key factors in the process to eliminate bullying and violence in schools. As such, LCCHS is committed to providing opportunities for all members of our community (students, staff and parents) to share experiences, ideas and strategies in order to move towards a more peaceful environment where everyone feels safe and secure.

To that end, measures such as those listed below, have been put into place to help develop and foster a safe and caring school environment at LCCHS. This list is not exhaustive:

- Peaceful Schools Initiatives
- FSSTT Group Initiatives
- Safe student spaces including library commons, innovation space, FSSTT and Guidance rooms etc...
- LOVE (Leave Out Violence) Program
- Guest speakers from community organizations
- YMCA Alternative Suspension
- Guest speakers / Information sessions related to Digital Citizenship
- Pink T-Shirt Day / Anti-bullying events
- Make The Right Choice Fair
- Mindfulness Training
- SPVM Partnership
- Sponsoring plays – either in school or out, that promote themes related to the fair treatment of others
- Promotion of International Days such as the International day to end Violence Against Women or the International Day to End Racism and Discrimination

LCCHS commits to a minimum of one student activity annually by an outside organization (play, activity, guest speaker, concert, etc.) that focuses on anti-bullying and/or anti-violence.

LCCHS commits to including messages regarding anti-bullying and anti-violence during student assemblies over the course of the academic year.

LCCHS will support the Governing Board and/or PPO parents in endeavours to provide information sessions related to anti-bullying and anti-violence for the larger parent population.

The LCCHS staff will continue to participate in information sessions and professional development related to the prevention of bullying and violence.

LCCHS staff commit to active student supervision and to being proactive in the supervision of potential hot-spots in the school.

LCCHS will continue offering counselling and guidance to identified students as a proactive approach to reducing acts of bullying and violence.

LCCHS is committed to the goals and objectives of the LBPSB Digital Citizenship Project and promotes the responsible use of social media.

3. Measures to Encourage Parental Collaboration:

"The Lester B. Pearson School Board believes that the school board's administrators, staff, parents, students, volunteers and all those present in the school's environment have a responsibility to ensure that the right to be safe and secure is upheld. This includes the responsibility to report or safely intervene in all incidents that compromise the safety and security of others."

- Introduction, LBPSB Policy on Safe and Caring Schools, November 2016, p.3

Parent collaboration and cooperation is critical to the success of any plan to eliminate bullying and violence in schools. Parents are integral members of the LCCHS community. It is therefore critical that they be committed to the goals and objectives outlined in this plan, and work with the school administration and staff, through constructive dialogue, to resolve issues as they arise.

LCCHS commits to communicate with the parents of students involved in incidents of bullying or violence.

In order that parents will always be up-to-date with the most current version of LCCHS's Anti Bullying and Anti-Violence Plan, it will be posted on the LCCHS website.

LCCHS will also post information and/or links on its website that are relevant for parents on topics such as: bullying, being a responsible bystander, internet safety, cyber-bullying, etc.

LCCHS shall review its Anti-bullying / Anti-Violence on an annual basis.

LCCHS Code of Conduct will be linked to the Anti-bullying /Anti-Violence Plan.

Both the LCCHS Code of Conduct and Anti-Bullying / Anti-Violence will be subject to approval by Governing Board annually.

LCCHS' Code of Conduct will be shared annually with members of the school community (ie: in the school agenda).

LCCHS parents and students are asked to review the code of conduct found in the agenda and sign the acknowledgement for provided by the school on an annual basis.

LCCHS is committed to work with parents on appropriate intervention with students who are experiencing behavioural difficulties.

4. Procedures for Reporting:

All members of the LCCHS Community are entitled to a safe, non-threatening and easily accessible process for reporting incidents of bullying or violent behaviour 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.

It is incumbent upon all members of the LCCHS community (students, staff, parents, community members) to report incidents of bullying and violence to the appropriate level administrator.

The Principal will be informed of all reports of bullying and violence.

Every report of bullying must be investigated. The Principal must be kept abreast of all reports.

The Principal will determine which other staff members/professionals need to know about the report/incident in order to resolve the issue and support the people involved.

Proposed Steps (Students)

- LCCHS guarantees confidentiality for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified perpetrator is fully apprised of the details of the report made against him/her.
- Any LCCHS student who witnesses an act of bullying or violence is responsible to tell a staff member at school. LCCHS confirms that any verbal report given to a staff member from a student must be documented and followed-up as needed.

Proposed Steps (Parents)

- Members of the LCCHS parent community who are made aware of a bullying situation or act of violence involving either their own child or another student of the school are obliged to inform a staff member.
- This contact and subsequent follow-up will be documented by LCCHS personnel. Within two days of receiving the report, the reporting parent will be contacted by the school, to confirm receipt of report to be assured that the situation is being investigated and that appropriate action is being taken. Further details will be limited in order to insure confidentiality of parties involved.

LCCHS invites the following forms of contact from parents:

- Direct phone call to school administrator
- Letter detailing issue or incident addressed to school administrator or classroom teacher
- Email to school administrator or teacher

5. Actions to Be Taken When Observing a Bullying or Violent Act:

No member of the LCCHS community (students, staff, parents and community members) 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, cyber-bullying and/or bullying has taken place amongst our population. Furthermore, we are committed to considering available facts in a timely and efficient manner.

Proposed Steps:

- All LCCHS staff will be committed to a zero indifference policy with respect to acts of violence or bullying or reports of said acts. All acts or reports will be investigated.
- A LCCHS staff member who observes or is made aware of a possible act of bullying or violence must intervene to assess the situation and take action if deemed necessary
- 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 staff member considers his/her intervention in the situation successful, the student is not referred to administration. However, an intervention report must be filed and submitted to the Principal if the staff member considers the incident to be one of violence or bullying.
- The staff member may determine that the student involved in the bullying and/or violent behavior should be sent directly to administration, depending on the severity of the

incident. • At the discretion of the Principal or his/her delegate, police intervention may be requested in the form of a 911 emergency call or a call for support from the school's Socio-Community Officer.

Note: All LCCHS reports regarding incidents of violence and/or bullying must be forwarded to the school's Regional Director in cases where students are excluded from their regular course of studies as a consequence of their actions.

6. Measures to Protect Confidentiality:

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

Proposed Steps:

- The LCCHS Anti-Violence and Anti-Bullying Plan will be reviewed annually and all staff are reminded that every incident and the follow-up must be kept confidential.
- All reports of bullying and/or violence will be kept in a secure location under the supervision of the school Principal or his/her delegate.
- The above-named reports will be kept in a distinct file from the Cumulative File or Confidential File of an individual student.
- An online tracking/reporting/evaluating system is in place (ISM).
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- Members of the LCCHS Community agree that, in all cases involving minor students, information shared should be on a need-to-know basis only.
- All parties acknowledge that LCCHS personnel are not obliged to share information about a student.

7. Supervisory or Support Measure for Victims, Witness, and Perpetrator:

All members of the LCCHS 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 6 of the plan.

LCCHS will strive to provide support services to all those involved in incidents of bullying and violence (victims, perpetrators and bystanders). These services will be offered or imposed depending on the severity and frequency of the related incidents. These services may include, but are not limited to:

- Mentoring, mediation and follow-up with a teacher, staff member or administrator
- Restorative Justice
- Referral to the FSSTT Technician at LCCHS
- Referral to the Planning Room Technician at LCCHS
- Referral to the Spiritual Animator
- Referral to the Guidance Counsellor
- Referral to the YMCA Alternative to Suspension Program
- Referral to another Planning Room or to the LBPSB Central Planning Room - Referral to a professional from the LBPSB Student Services Department - Referral to FSSTT Type II Intervention
- Referral to another professional as need be
- Referral to LBPSB Alternative School Programs
- Referral to an outside professional service, including, but not limited to, those provided by the CLSC, Local Sports or Cultural Centers, Batshaw Family Services, CROM, Douglas Hospital Programs, SPVM, etc.

Proposed Steps (Victim):

- A LCCHS staff member 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.
- A LCCHS staff member will conduct scheduled follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student. The degree of support offered at these meetings and their frequency shall depend upon the feedback from the victim regarding the current circumstance.
- In all cases, a determination will be made as to which members of the school staff must be made aware of the incident to ensure that the student is safe.
- Parents will be informed following the incident and regularly updated until the situation is resolved. Referral for counselling through the LBPSB Student Services Department or through outside referral will be requested when deemed appropriate.
- The victim will be engaged in discussion or follow-up meetings with their support contact to ensure establishment of a sense of security.

- In some cases, the school team may suggest a referral to the school social worker or make a CSSS referral for victim services.
- The LCCHS team may suggest the involvement of the victim in a social skills group.
- The LCCHS team may suggest referral to an outside agency for support or services if it feels such services are warranted.
- The LCCHS team may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board.

Proposed Steps (Bystander):

- Following the incident, an intervention may be 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 determine more appropriate actions in the future.
- Consequences are applied, if appropriate, for students that are actively involved in encouraging the incident.
- LCCHS reserves the right to contact the parents of bystanders when it feels such contact is appropriate.

Proposed Steps (Perpetrator):

- The initial intervention with the perpetrator is managed by the LCCHS staff member who first intervened. The incident is then reported to the office.
- The adult who intervenes or the adult who is told of an incident makes a report to the office (or the person designated to receive reports) with a request for a follow-up investigation. Once an investigation has been completed and the incident is confirmed to be bullying and/or violence, the LCCHS Principal or his/her delegate meets with the perpetrator. The perpetrator is told of the report, discusses the incident and an appropriate consequence or other intervention is determined.
- 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.

- In cases where it is deemed necessary and appropriate, LCCHS may refer the perpetrator and his/her parents to support services available to the school.
- LCCHS is responsible for informing parents (and where necessary a letter of suspension issued) of their right to request assistance from the person designated by the School Board for referral to support services.

It is expected that following any intervention, the perpetrator must report to the Principal or designate for follow-up discussion concerning the incident in question, this includes a meeting with staff member before a student's reintegration

Parents are requested to collaborate and be part of the plan which includes sanction and support, as per Section 3 of this plan.

Disciplinary Sanctions:

The LCCHS Community 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 that the long-term objective is for rehabilitation and reintegration, but that the safety of the whole will never be subordinate to that objective.

"Any disciplinary action must be fair, equitable and consistent with the general aims and goals of education. Whenever possible, the disciplinary action should allow for effective learning." - LBPSB Policy on Safe and Caring Schools, Section 3, November 2016, p.7.

LCCHS is committed to the statement above. Any student who engages in bullying or violent behaviour in the school setting will be subject to disciplinary/corrective action. Such action may also be applied to students who fail to meet their responsibility to report or safely intervene in incidents that compromise the safety and security of others.

Examples of disciplinary and/or corrective actions may include, but are not limited to:

- An apology
- Detentions
- Reporting to school on PED days or mini-days under the supervision of the grade level administrator
- Supervised lunch periods, transition times, free time, etc.
- Mandatory counselling, anger management classes, social skills programs, etc.
- Loss of privileges (extra-curricular, co-curricular, trips, lunch activities, etc.)

- Community service or other type of act of restitution
- Restorative Justice
- Facilitated Discussions or conferences with those involved
- Referral to outside agency
- In-School Suspension
- Planning Room at LCCHS or at another school or at the Lester B Pearson Central Planning Room
- Out-of-school Suspension
- Cours à domicile / Home Study
- Transfer of schools
- Expulsion
- Police Intervention

In all instances, these measures are applied at the discretion of the Principal or her delegate, taking into account the circumstances, severity and frequency of offences.

Every effort will be made to have staff and students brought together with an administrator and a member of support staff to talk through instances of conflict

9. Required Follow-Ups:

The LCCHS Community 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.

Proposed Steps:

- LCCHS commits to ongoing (case-by-case) discussion with the victim and, if necessary, his/her parent regarding the school's intervention and any actions required subsequent to the initial investigation and intervention.
- Should it be considered necessary, LCCHS commits to a follow-up discussion with any witness who reported an incident.
- LCCHS will not be indifferent to instances where witnesses to acts of violence or bullying fail to intervene or report such incidents to an adult in the building (bystander).
- In such cases, LCCHS commits to making the bystander aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.

- LCCHS will meet with the perpetrator and his/her parent/guardian to discuss possible further sanctions and further consequences if another act occurs. The contents of this meeting will be documented and recorded for future reference if necessary.

Official reporting forms will include a “date of follow-up” box which will indicate a date on which the issue will be revisited by the Principal or his/her delegate for confirmation that the problem is resolved.

A summary report/letter of suspension of the incident and follow-up measures taken are sent to the Regional Director as well as the Director General or his/her delegate.