



LAVAL SENIOR ACADEMY

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ANTI-BULLYING AND ANTI-VIOLENCE PLAN 2016 - 2017



ANTI-BULLYING AND ANTI-VIOLENCE PLAN 2016-2017

SCHOOL: LAVAL SENIOR ACADEMY

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

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 injures, 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.

Coordinator of the Anti-Bullying and Anti-Violence Team

Dena Chronopoulos Principal

Members of the Anti-Bullying and Anti-Violence Team

Dena Chronopoulos	Principal
Jennifer Vaughan	Vice-Principal
Lynda Wells	Special Education Technician
Leslie Shuster	Guidance Counselor
Giovanni D'Antono	Professional
Dominic Di Stefano	Spiritual Care and Community Involvement Animator
Frank De Luca	Teacher
Peter Papadeas	Teacher
Despina Strongilos	Teacher
Marianne Calderone	Student Supervisor

Approved by Governing Board:

_____ Date

Bullying and violence are extremely serious offences that are addressed accordingly at Laval Senior Academy. In response to Law 19 – An Act to prevent and stop bullying and violence in schools -, this document will outline a preventative plan and procedures necessary to respond to the elements prescribed by the law.

PLAN ELEMENTS:

1. 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, in particular those motivated by racism, religious conviction, ethnicity or homophobia or targeting sexual orientation, sexual identity, a handicap or a physical characteristic;
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 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 the 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 concerning an act of bullying or violence.
10. Form and nature of undertakings to be given by the Principal to a student who is victim of bullying or violence and to his or her parents
11. Form and nature of undertakings to be given by the Principal to the perpetrator and his or her parents in order to prevent any further act of bullying or violence.

- **ANALYSIS OF THE SITUATION** PREVAILING AT THE SCHOOL WITH RESPECT TO BULLYING AND VIOLENCE

Laval Senior Academy is a school located in the municipality of Chomedey, Laval. It is a new school resulting in the closures of Laurier Senior High School and Laval Liberty High School. Having opened its doors for the 2015-2016 school year, students from LSHS and LLHS are now enrolled in a single school.

Laval Senior Academy

- Number of students: 1,664
 - Male 876
 - Female: 788
- Number of students by level:
 - Secondary 3: 523
 - Secondary 4: 550
 - Secondary 5: 591
- Number of teachers: 106
- Number of administrators:
 - Principal: 1
 - Vice-Principals: 3.5
- Guidance Counsellors: 3
- Special Education Technicians: 6
- Spiritual Animator, 1 (1 day per week)
- Student Supervisors: 5
- Attendants: 14
- Youth Clinic
 - Nurse: 1
 - Social Worker: 1 (3 days per week)
 - Drug Counsellor: 1 (½ day per week)
 - Police Liaison: 1-2 (2-3 days per week)
 - Psychologist: 1

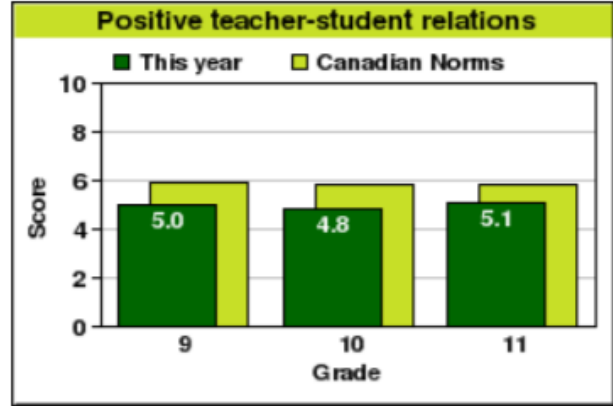
Bullying and Violence Indicators

The students of Laval Senior Academy participated in the Our SCHOOL Secondary School Survey.

The following data was obtained:

Bullying, exclusion, and harassment

- Students who are subjected to physical, social, or verbal bullying, or are bullied over the internet.
- 17% of students in this school were victims of moderate to severe bullying in the previous month;
- The Canadian norm is 21%.
- 15% of the girls and 20% of the boys in this school were victims of moderate to severe bullying in the previous month.
- The Canadian norm for girls is 18% and for boys is 23%.

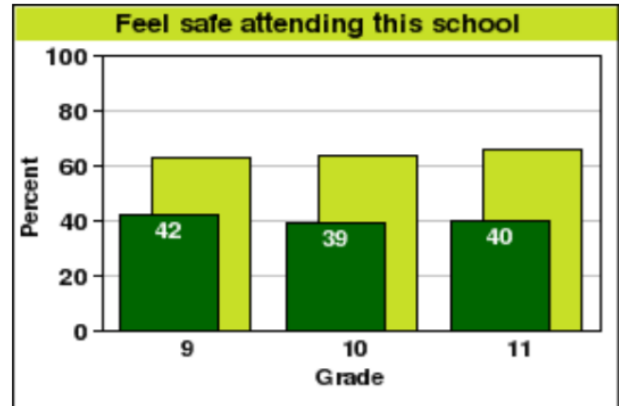


This survey indicates that students at Laval Senior Academy from grade 9 to grade 11 report less bullying (physical, verbal, social and over the internet) compared to Canadian norms. This finding is consistent for both girls and boys.

Despite these findings, students do not report feeling safe at school as well as going to and from school.

Feel safe attending this school

- 40% of students felt safe attending the school;
- The Canadian norm is 64%.
- 41% of the girls and 39% of the boys felt safe attending the school.
- The Canadian norm for girls is 64% and for boys is 65%.

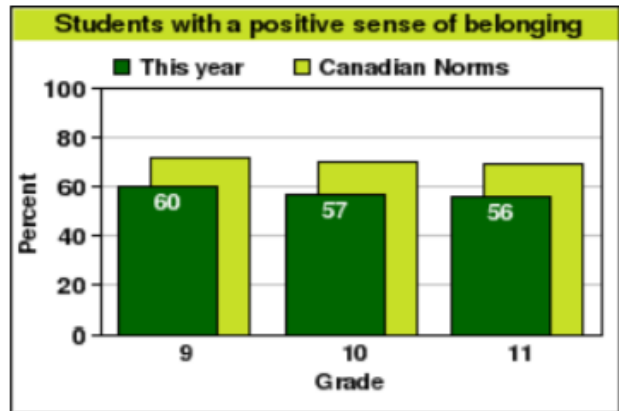


Given the recent merger and the combining of two large staff and student groups representing rich traditions, practices and cultures Laval Senior Academy is focused on creating a new school identity, culture and traditions while respecting and embracing the history and traditions of both populations.

The results of the “Our school survey” indicate that students at LSA are moving toward developing a sense of belonging and making LSA a school where students feel accepted and valued by their peers and others at school.

Students with a positive sense of belonging

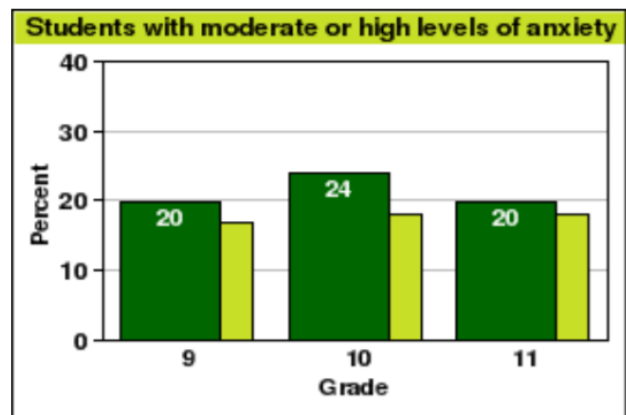
- 58% of students in this school had a high sense of belonging;
- The Canadian norm is 70%.
- 57% of the girls and 58% of the boys in this school had a high sense of belonging.
- The Canadian norm for girls is 70% and for boys is 71%



This survey indicated that students at LSA report somewhat higher levels of fear, intense anxiety or worry about particular events or social situations than the Canadian norms.

Students with moderate or high levels of anxiety

- 21% of students in this school had moderate to high levels of anxiety;
- The Canadian norm is 18%.
- 24% of the girls and 18% of the boys in this school had moderate to high levels of anxiety.
- The Canadian norm for girls is 21% and for boys is 14%



Areas of Concern

As a new school, LSA will focus on common problem areas documented and researched in schools with similar profiles. These areas include, but are not limited to:

- Creating a sense of belonging, where students and staff feel safe and supported
 - Supervision during student passing and free time
 - On property: Hallways, Cafeteria, Stairwells, Bathrooms, Breezeway, Field
 - Off property: Private parking areas opposite school
 - Buses
 - Use of technology on school property: computer labs, library, cell phones, iPods, social media (Instagram, Facebook, Twitter, Snapchat, etc)
 - Local businesses surrounding school premises
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- **PREVENTION 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

Prevention is at the forefront of Laval Senior Academy's operations. Various measures include, but are not limited to:

- The creation of a Safety and Security Task Force representing all stakeholders to build a sense of community, improve safety and reduce violence in any form;
- establishing a committee involving staff, parents, students, focusing on relational respect within the school community;
- the annual participation in the *Tell Them From Me* survey;
- the reporting and reviewing of our prevention programs;
- using the LSA website to provide resources for parents;
- establishing the LSA Youth Clinic with various partners involved:
 - Police liaison
 - Nurse
 - Drug Prevention Counsellor
 - Social Worker
- the annual implementation of at least one resource such as ***Chomedey en Forme***-Promoting positive leadership and Partners for Life (mental wellness), Healthy Bodies/Healthy Minds
- the establishment of an annual Digital Citizenship Week – focusing on cyber etiquette and anti-cyber bullying;
- linking with CEGEPs and University support programs
- the provision of Anger Management support for targeted students;
- the provision of social skills support for targeted students;
- opportunities for PD sessions for all staff members to deal with health and safety;
- reviewing ABAV plan twice a year by the ABAV Committee;
- and the annual review the LSA code of conduct with the Governing Board.

- **MEASURES TO ENCOURAGE PARENTS TO COLLABORATE IN PREVENTING AND STOPPING BULLYING AND VIOLENCE AND IN CREATING A HEALTHY AND SECURE LEARNING ENVIRONMENT.**

Parents are also important and necessary partners in this initiative. Parents need to be active advocates for their children and to be aware of changes in their behaviours and to contact the school when behaviours at home become a concern.

In supporting this, Laval Senior Academy shall:

- place elements of the Anti-Bullying and Anti-Violence Plan in the agenda;
 - distribute the Rules of Conduct to students, parents and staff via the student agenda and school website;
 - establish and exercise a clear communication process between the administration and parents of victims, witnesses or perpetrators;
 - provide relevant information regarding anti-bullying and anti-violence on the school's website;
 - inform parents that specifically when communicating with staff that the Code of Conduct must apply at the start of the school year through email and student agenda.
- **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 CYBERBULLYING PURPOSES.**

All members of the Laval Senior Academy 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. Incidents of bullying and violence can be reported or registered verbally or in writing. All reports must have sufficient information for follow-up and Laval Senior Academy will assure this process by:

- allowing **students** to report or register an incident of bullying by:
 - leaving a note in an administrator's mailbox;
 - contacting the principal or a vice-principal directly;
 - or speaking to any staff member.
 - allowing **teachers or staff members** to send a written report to the principal of the school;
 - starting an investigation process within 48 hours;
 - following the investigation, scheduling a meeting with staff member in order to achieve a resolution for all parties involved;
 - if necessary, scheduling a meeting with perpetrator as soon as possible.
 - requiring **any staff member** to follow up by:
 - bringing students to an administrator, a Special Education Technician or a Guidance Counsellor;
 - or by providing a referral with as much detail of the incident as possible.
- **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 Laval Senior Academy Student must:

- intervene in order to stop the situation **if he / she feels safe** or immediately seek an adult;
- make her/himself available to report the incident;
- refrain from photographing or filming an incident;
- and report to an adult any imminent act of bullying or violence.

A Laval Senior Academy staff member must:

- put an end to the incident **if it is safe**;
- seek appropriate additional help **if the situation is not safe**;
- declare the expected behavior;
- gather relevant information about the situation and those involved;
- document the incident by filing a report to the administration;
- and make him/herself available to report the incident;

• **MEASURES TO PROTECT THE CONFIDENTIALITY OF ANY REPORT OR COMPLAINT CONCERNING AN ACT OF BULLYING OR VIOLENCE.**

It is our commitment to all stakeholders that the staff at Laval Senior Academy understands the need for confidentiality and that we will do our utmost to respect the rules of confidentiality throughout any investigative process. In order to ensure the confidentiality of reports or complaints, the school shall:

- create a filing system for referrals with limited access and to be kept for a minimum of one year in a locked file;
- remind the staff of their legal obligation to maintain confidentiality pertaining to personal information regarding any student;
- and inform all parties involved of the obligation of confidentiality when handling a report or a complaint.

• **SUPERVISORY OR SUPPORT MEASURES FOR ANY STUDENT OR STAFF MEMBER WHO IS A VICTIM OF BULLYING OR VIOLENCE, FOR WITNESSES AND FOR THE PERPETRATOR.**

In all circumstances when bullying and violence are confirmed, an administrator must be informed and must assure the following measures:

A victim will:

- be a part of any discussion or follow-up meetings with the school team;
- be permitted to leave school if deemed necessary;
- receive an action plan and / or re-integration plan;
- receive support from CSD when necessary;
- receive support from the School Board when necessary.

A perpetrator will:

- be a part of any discussion or follow-up meetings with the school team;
- be kept from integrating with the victim for a time determined by the administration
- receive an action plan and / or re-integration plan;
- receive support from CSD when necessary

A witness will:

- be a part of any discussion, follow up meeting if necessary,
- receive positive reinforcement for “coming forward”

- **SPECIFIC DISCIPLINARY SANCTIONS** FOR ACTS OF BULLYING OR VIOLENCE, ACCORDING TO THEIR SEVERITY OR REPETITIVE NATURE.

The particular context of each situation with regard to the intent, age or special needs of the student will determine the appropriate cause of action.

Sanctions for minor incidents:

- Reflection time— discussion with supervising staff about the incident and how better to deal with similar situations should they occur
- Reporting to the parents if deemed necessary
- Referral to the Student Services Centre
- Reflection sheets
- Social skills interventions
- The development of a reintegration plan

Sanctions for moderate incidents

- The student will be immediately sent to the office or designated place
- Parents will be phoned
- Loss of privileges, community work (lunch hour)
- Loss of privileges – ECA's – social school activities (movies, dances, activities)
- Social skills interventions
- The development of a reintegration plan

Sanctions for severe incidents

- Suspension
- Parents will be contacted
- Expulsion
- Community service
- Consultation with police
- The development of a reintegration plan
- Meeting with administration and staff member
- Student moved to another school.

- **REQUIRED FOLLOW-UP** ON ANY REPORT OR COMPLAINT CONCERNING AN ACT OF BULLYING OR VIOLENCE,

Upon receiving a report or complaint concerning an act of bullying and violence Laval Senior Academy shall:

- investigate, calling on individuals either involved or witness to the event;
- document the event using Memo management;
- assess the proper intervention;
- inform the respective parents of the of the event if deemed necessary;
- and ensure the reintegration plan is followed.

- **FORM AND NATURE OF UNDERTAKINGS TO BE GIVEN BY THE PRINCIPAL TO A STUDENT WHO IS VICTIM OF BULLYING OR VIOLENCE AND TO HIS OR HER PARENTS.**

The principal of Laval Senior Academy is responsible for assuring that any victim of violence or bullying is provided support and action as deemed necessary. The principal will:

- ensure the staff follows all processes and procedures;
- promote the victim's use of community resources;
- communicate with victim's parents and other appropriate authorities when necessary;
- communicate with the school board/directorate when necessary;
- monitor incidents of bullying and violence regularly;
- and review and evaluate ABAV plan annually.

FORM AND NATURE OF UNDERTAKINGS TO BE GIVEN BY THE PRINCIPAL, THE PERPETRATOR AND HIS OR HER PARENTS IN ORDER TO PREVENT ANY FURTHER ACT OF BULLYING OR VIOLENCE.

- ensure the staff follows all processes and procedures;
- promote the perpetrator's use of community resources;
- communicate with perpetrator's parents and other appropriate authorities when necessary;
- communicate with the school board/directorate when necessary;
- monitor incidents of bullying and violence regularly;
- and review and evaluate ABAV plan annually.