



Laurier

Centre de développement des compétences
Competency Development Centre

ANTI-BULLYING AND ANTI-VIOLENCE PLAN (ABAV PLAN)

ANTI-BULLYING AND ANTI-VIOLENCE PLAN

2020-2021

Center: CDC Vimont / CDC Lachute

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

**Coordinator of the Anti-Bullying
and Anti-Violence Team:**

Marianne Calderone,
Student Supervisor

**Members of the Vimont Anti-
Bullying and Anti-Violence Team:**
2019-2020

- Eileen Kelly, Center Director
- Daniel Cuvalo, Teacher/Staff Assistant
- Tamara Vachon, Social Worker
- Wendy Wooten, Guidance Counsellor
- Sandra Thibault, Administration Technician (Lachute)
- Charlene O'Hanley, Teacher

(Lachute)

Approved by Governing Board: December 1, 2020
GB2020/21-ABAV

Resolution Number:

Extract of the Governing Board

Resolution:

The Governing Board at CDC
Vimont accept to, and agree with,
the procedures outlined in the
document as presented.

Bullying and violence are extremely serious offences that are addressed accordingly by our center. In response to Bill 56 – *An Act to prevent and deal bullying and violence in schools*, this document outlines the procedures necessary to respond to the elements prescribed by the law.

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Bullying
Violence

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DEFINITIONS*

BULLYING:

- (1.1) the word “**bullying**” means 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:

- (3) the word “**violence**” means 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.

*Education Act – Quebec. Article 13

The elements of this Plan are:

1. an analysis of the situation prevailing at the Center 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 or homophobia or targeting sexual orientation, gender identity, a handicap or a physical characteristic;
3. measures to encourage all stakeholders 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 cyberbullying 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; and
9. 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 Center Director to a student who is victim of bullying or violence and to his or her parents (if under 18 years of age)
11. form and nature of undertakings to be given by the Center Director, the perpetrator and his or her parents (if under 18 years of age) in order to prevent any further act of bullying or violence.

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

1.1 AE Center Portrait

The Adult Education Center Director is responsible for both adult education centers within the Sir Wilfrid Laurier School Board; CDC Vimont located at 2100 des Laurentides Blvd. in Laval, Quebec and CDC Lachute located at 57 Harriet in Lachute, Quebec.

CDC Vimont is located in a rented building in Vimont, Laval, on a major artery easily accessible by public transit. The Center's location is somewhat central to the four High Schools located in Laval and the surrounding areas: Chomedey, Laval, Rosemere and Lake Of Two Mountains. Students travelling from outlying areas to the Centre often spend more than one hour on the bus.

The Center houses 14 classrooms, which are used to full capacity during the day and approximately 30% during the evening. Operating hours are from 7:30 a.m. to 4:00 p.m. Monday-Wednesday and Friday, and 7:30 a.m. to 9:15 p.m. on Tuesday and Thursday. CDC Vimont presently offers 8 of the 10 teaching services offered in FGA: Literacy, Preparatory services for secondary education, Secondary Cycle 1, Secondary Cycle 2, Vocational training preparation, Preparatory services for post-secondary education, Pedagogical Support, Social Integration Services, and Francisation.

Currently, the number of teachers at CDC Vimont is 27. There are 6 support staff, and 4 professionals working in the Centre. In 2019 there were 680 students enrolled at CDC Vimont. The clientele is multicultural and varied in age. A large percentage of the clientele comes from the SWLSB high schools, while many others come from the French sector. Many are of various ethnic backgrounds and have English as a second language. Students within this latter group may have experienced difficulties reaching expected levels of French within the French sector and have decided to finish their studies in English. Another segment of the clientele is newly arrived immigrants to Quebec wanting to pursue their studies in English; while others are coming from the work place. In Francization, students are, for the most part, new immigrants coming to Quebec wanting to learn French to find employment. Social Integration Services are offered four days a week to students requiring special support.

CDC Vimont also offers the following services:

RAC (Reconnaissance des Competences Aquis): High School Equivalency Exams (TENS), General Development Tests (GDT),

SARCA (Services d'accueil, de reference, de conseil et d'accompagnement)

TFI testing, a national test which establishes one's level of French and is recognized internationally.

The CDC also has partnerships with community organizations such as The Learning Exchange, a community organization that promotes literacy, which is housed in the Center. There is a qualified and bilingual nurse provided by the CSSS who is in the Center two days per week to provide health services to students. There are also ties with CRDI Laval, NPI, TRIDL, Agape, and Prevention de cannabis

CDC Lachute is located within the Laurentian Elementary School in Lachute and offers educational opportunities for students in and around a vast number of Laurentian communities. The Center is open 4 days per week (Monday through Thursday) from 8:20 a.m. – 3:40 p.m. Many of the students benefit from the availability of school bus transportation. An application process must be followed. There are 2 classrooms at CDC Lachute, 2 teachers and 2 support staff personnel. CDC Lachute presently offers 6 of the 10 teaching services offered in FGA: Preparatory services for secondary education, Secondary Cycle 1, Secondary Cycle 2, Vocational training preparation, Preparatory services for post-secondary education, and Pedagogical Support.

Enrolment at CDC Lachute for 2019 is 54 students. The majority of students are between the ages of 18 and 24 years of age.

CDC Lachute also offers the following services:

RAC (Reconnaissance des competences aquis): High School Equivalency Exams (TENS), and General Development Tests (GDT),

The CDC also has partnerships with community organizations such as Carrefour Jeunesse, the Laurentian Literacy Center

1.2

Educational Project and Action Plan

Bullying and violence in the center is taken seriously. Hence, our Educational project Action Plan provides for skills building for students, mentoring opportunities, social skills workshops and healthy body, healthy mind initiatives.

1. Bullying and Violence indicators

- Student Reflection Survey data
- Confidential Mailbox for concerns or complaints

2. Areas of Concern

Our portrait at this point in time leads us to concentrate on the following areas for improvement of the situation in the center:

- Appropriate use of Technology
- Gossiping
- Supervision in the center
- Cyberspace
- Building Safety
- Shuttle Bus Safety
- Parking lot surveillance (Vimont)
- Neighbouring Parking Areas (Lachute)
- Front Entrance Security

3. Zones of Vulnerability

- Lockers
- Stairwells
- Bathrooms
- Shuttle Bus
- Cafeteria
- Outside center premises
- In-class
- At home
- In the community
- Internet

2: PREVENTION MEASURES TO PUT AN END TO ALL FORMS OF BULLYING AND VIOLENCE, IN PARTICULAR THOSE MOTIVATED BY RACISM, RELIGIOUS DISCRIMINATION, HOMOPHOBIA, TARGETING SEXUAL ORIENTATION, GENDER IDENTITY, A HANDICAP OR A PHYSICAL CHARACTERISTIC;

In order to attain our goal, CDC Vimont and CDC Lachute are available:

- Code of Conduct (reviewed annually)
- Prevention and sensitization programs
- Anti-bullying and anti-violence activities
- Student workshops and special targeted presentations
- Professional development activities for staff
- Internet awareness
- Anger Management sessions for targeted students
- Social skills programs
- Discussion, reminders, sensitization during staff meetings

3 - MEASURES TO ENCOURAGE PARENTS (for students under 18 years of age) TO COLLABORATE IN PREVENTING AND STOPPING BULLYING AND VIOLENCE AND IN CREATING A HEALTHY AND SECURE LEARNING ENVIRONMENT;

The success of this plan depends on the understanding and support of all of our stakeholders. The Center staff play a key role in developing programs and strategies to improve daily life. Students also have the responsibility to promote and support positive behaviors. Parents are also important and necessary partners in this initiative. Parents need to be active advocates for the young adult, and to be aware of changes in their behaviors or habits and to contact the Center when behaviors at home or in the community become a concern.

In supporting this, the Center shall:

- Distribute a comprehensive synopsis document of the Anti-Bullying and Anti-Violence Plan;
- Distribute the Code of Conduct;
- Organize information sessions;
- Convey the communication process between the Administration and the parents of victims (for minors), witnesses or perpetrators;
- Provide relevant information links to resources on the Center's 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 CYBERBULLYING PURPOSES;

As a student, should you witness, or be the victim of an act of bullying or violence, know that you should always seek help and support from a staff member.

If you don't want to make yourself known, don't let that stop you from reporting and doing the right thing. You may report an incident and keep your anonymity.

Incidents of bullying and violence can be reported verbally or in writing and must have sufficient information in order to deal with the complaint.

Bullying and/or violence can be reported by anyone through:

- Informing any staff member
- Leaving a note in the office mailbox
- Contacting the Center Director
- Should documentary evidence be available, ensure that a copy is remitted as soon as possible to the Center Director.

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;

If I am a student:

- Intervene to stop the situation if you feel safe or go look for a staff member immediately;
- Report incidents to a staff member
- Use proper language to address the inappropriate situation
- Do not film the incident
- If you hear about an imminent attack/bullying – advise a staff member immediately

If I am a staff member:

- Put an end to the incident if it is safe or seek appropriate additional help;
- Define the inappropriate behavior;
- Declare the expected behavior;
- Gather relevant information about the situation and those involved;
- Document the incident or file a report
- Report to the Center Director

For others:

- Intervene to stop the situation, if you feel safe in so doing;
- Report incidents to the Center Director
- Encourage others to stand up/speak up/seek help at the Center

6 - MEASURES TO PROTECT THE CONFIDENTIALITY OF ANY REPORT OR COMPLAINT CONCERNING AN ACT OF BULLYING OR VIOLENCE;

We realize that being involved in a bullying situation, either as the victim, the perpetrator or the by-stander, can be difficult. It is our commitment to all stakeholders that we understand 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 Center shall:

- Create a filing system and provide limited and secure access to information
- Remind the staff of their legal obligation to maintain confidentiality pertaining to personal information regarding any student
- Inform all parties involved of this obligation when handling a report or a complaint
- Implement measures which allow for the anonymous reporting of bullying and violent incidents (confidential drop –in mailbox)

7 - SUPERVISORY OR SUPPORT MEASURES FOR ANY STUDENT WHO IS A VICTIM OF BULLYING OR VIOLENCE, FOR WITNESSES AND FOR THE PERPETRATOR;

- If I am a victim: discussion, follow-up meetings with the Center team, action plan for victim, re-integration plan, empower the victim
- If I am the perpetrator: discussion, follow up meetings with the Center team, action plan for perpetrator, re-integration plan
- If I am a witness: discussion, follow up meeting if necessary, positive reinforcement for “coming forward”

In all circumstances when bullying and violence is confirmed, the Center Director must be informed of each incident.

8 - SPECIFIC DISCIPLINARY SANCTIONS FOR ACTS OF BULLYING OR VIOLENCE, ACCORDING TO THEIR SEVERITY OR REPETITIVE NATURE; **(may include but are not limited to)**

Minor Incidents:

- Discussion with the Center staff member who is witness or is told of the incident
- Reflection — discussion with supervising staff about the incident and how better to deal with similar situations should they occur
- Reflection sheets
- Social skills program (proactive)

Moderate Incidents such as:

- Student immediately sent to the office to meet with the Center Director
- Loss of privileges – social school activities
- Social skills groups (targeting specific skills)

Severe Incidents:

- Appropriate teachers and staff will be informed of the plan.
- Suspension from the Center for a period of time determined by the Center Director
- Student removed from the Center and closing of student file
- Police involvement
- Referral to Carrefour Jeunesse (Laval only)

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

9 - 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:

The Center shall:

- Investigate
- Document the situation (using a specific template created for this purpose- Bullying/Harassment Report Form)
- Assess the appropriate intervention to take place
- Ensure follow-up with the involved individuals

If I am a victim:

- Individual meeting to determine validity and severity of incident reported— notes taken.
- Offer to meet with Student Services Team member (student supervisor, social worker, guidance counsellor, nurse, etc.) for support
- Specific assistance offered based on needs
- Choose appropriate intervention measure
- Follow-up meeting to ensure that the situation is resolved

If I am a witness:

- Meeting to gain further information—notes taken.
- Offer to meet with an adult for support
- Empower witness – and form a group of these witnesses to watch and report and protect victim
- Offer to meet at a later term for follow up

If I am a perpetrator:

- Meeting to inform of incident reported, to hear the perpetrators version of events and to impose appropriate consequences—notes taken- should be in Jade Tosca
- Abide by the measures imposed
- Enroll perpetrator in an activity (i.e. – organize, lead...) to increase self-esteem

If I am the parent of a minor student:

- Follow-up phone call or e-mail/letter (in mild or moderate cases) from the Center Director to alert them of the incident and the follow-up provided/or to be provided, to gather further information.
- Be advised of their right to request assistance from the person designated by the school board for that purpose
- Speak with the young adult and coach him/her on appropriate behaviors or actions to take. Support and follow up with interventions done at the Center.
- Expect a meeting with the Center Director, depending on the severity of the incident (for mild or moderate incidents, a meeting is not always necessary)

10 - FORM AND NATURE OF UNDERTAKINGS TO BE GIVEN BY THE CENTER DIRECTOR TO A STUDENT WHO IS VICTIM OF BULLYING OR VIOLENCE AND TO HIS OR HER PARENTS (in the case of a minor).

Investigation of the complaint, appropriate measures taken, follow-up with the parent and student (details of intervention are not given)

- Investigate community resources
- Information meetings
- Offer resources
- Provide strategies to student to prevent/handle future incidents
- Share step-by-step process that was followed (while respecting anonymity)
- Determine assistance/services that may be needed
- Confidentiality
- Conditions of return (both perpetrator and victim) and expectations
- Academic support to be provided, if necessary
- Switching or modifying schedules, if necessary
- Provide a safe place for the student to express worries, concerns, fears
- Provide the victim with support (staff, guidance counselor)
- Monitor situation after it has been dealt with – long-term response
- Making specific staff members aware, so they can monitor/and support that student
- Follow up with victim later to make sure everything is still going well
- Meeting with witnesses
- Examination of student dossiers
- Consult with student services

- Communicate with parents and appropriate authorities
- Communication with school board/directorate
- Arrange meetings for victims with social worker, nurse, guidance counsellor,
- CSSS, when possible
- Development of teacher-student mentoring program

Victim:

1. Social Worker and or the Center Director will meet with victim to determine the validity of the incident (screening tool completed)
2. Support from:
 - Center Director
 - Guidance Counsellor or Resource Teacher
 - Social Worker
 - Nurse
 - Police

Parents (of a minor) to be informed and offered assistance

11 - FORM AND NATURE OF UNDERTAKINGS TO BE GIVEN BY THE CENTER DIRECTOR, THE PERPETRATOR AND HIS OR HER PARENTS (in the case of a minor) IN ORDER TO PREVENT ANY FURTHER ACT OF BULLYING OR VIOLENCE.

- Collaboration from parents
- Cooperation
- Disclosure of information while respecting confidentiality
- Assurances to seek out support services
- CSSS
- Anger management
- Counseling
- Drug intervention
- Conditions of return clearly established and compiled with
- Possible signal to (DYP)
- Strategies to prevent future incidents through a team approach (i.e. social worker, nurse, guidance counsellor, etc.)
- Set expectations (i.e., for them to seek outside services, CLSC, etc.)
- Letter
- Meet with parents (if possible)
- Follow up with perpetrator to make sure they are still on track
- Recommend professional services when needed

Center Director:

Establish clear expectations and follow up procedures

Follow up:

- Intervention for victim
- Interventions for witness
- Interventions for perpetrator
- Imposed disciplinary sanctions
- Meet with involved parties to get information
- Minor incident – discussion about incidents, apology and reflection and tools on how to better handle situation

Moderate:

- Student sent to the Director's office
- Loss of privileges
- Restitution (positive action toward victim)

Severe:

- Suspension
- Plan developed and shared with staff
- Police intervention for perpetrators
- Phone call to inform/alert them of incident and gain parental support (for minors only)
- Depending on the severity of the situation, Center Director meets with parents
(For minors only)