



## ANTI-BULLYING AND ANTI-VIOLENCE PLAN

*Let's work on it together!*



School's name: Poltimore Elementary	★ ELEMENTARY SCHOOL	Date: September 1, 2023 School Year 2023- 2024	Number of students: 49	Principal: Melanie Hogan
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School Committee Members: Melanie Hogan, Catherine Picklyk, Amy Whiting, Petya Karakoleva, Paula Moore, Jennifer Davis, Jessica Fortier, Denise Picanco

**In this Plan (as per the Quebec Education Act):**

- (1) the words “**school year**” mean the period commencing on July 1 in a year and ending on 30 June in the year following;
- (2) the word “**parent**” means the person having parental authority or, unless that person objects, the person having custody *de facto* of the student;

**What is Violence?**

**Violence-** 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. Source - [Bill 56: An Act to Prevent and Stop Bullying and Violence in Schools](#)

**Sexual Violence** - The concept of sexual violence as used in the Integrated Violence Strategy includes reference to issues of sexual assault, sexual exploitation, and sexual harassment, including their various manifestations. Anchored in a dynamic of power imbalance, exposing victims to multiple consequences and violating fundamental rights. Source - [Contre la violence sexuelle, la violence conjugale et Rebâtir la confiance - Stratégie gouvernementale intégrée 2022-2027 \(quebec.ca\)](#)

**What is Bullying?**

**Bullying** “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.” Source - [Bill 56: An Act to Prevent and Stop Bullying and Violence in Schools](#)

**This definition includes three important components:**

1. Bullying is aggressive behaviour that involves unwanted, negative actions.
2. Bullying involves a pattern of behaviour repeated over time.
3. Bullying involves an imbalance of power or strength.

**Types of Bullying:**

Bullying can take on many forms:

1. Verbal bullying including derogatory comments and name calling;
2. Bullying through social exclusion or isolation;
3. Physical bullying such as hitting, kicking, shoving, and spitting;
4. Bullying through lies and false rumours;
5. Having money or other things personal property/belongings/possessions taken or damaged by students who bully;
6. Being threatened or being forced to do things by students who bully;
7. Racial bullying;
8. Sexual bullying, harassment, unwanted advances, inappropriate touching
9. Cyber-bullying (bullying behavior via cell-phone, social media, Internet, etc...).

**\*Racism** - “Racism corresponds to the “set of ideas, attitudes and actions whose purpose is to make ethnocultural and national groups feel inferior socially, economically, culturally and politically, thereby preventing them from benefitting fully from the advantages to which all citizens are entitled.” Racist discourse is usually based on real or presumed physical and cultural differences.” Source - [\(MIDI, 2015\)](#)

**\*Discrimination** - “Every person has a right to full and equal recognition and exercise of his human rights and freedoms, without distinction, exclusion or preference based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap. Discrimination exists where such a distinction, exclusion or preference has the effect of nullifying or impairing such right.” Source - [\(Charter of Human Rights and Freedoms, section 10\).](#)

**Goals for 2023-2024 school year:**

- A comprehensive understanding of what bullying is by students, staff and parents and the application of necessary actions that must be taken to stop bullying.
- A comprehensive understanding of what leadership is amongst students, staff, and parents.
- To develop leadership qualities in students and provide varied opportunities for students to develop leadership skills and traits.

**Analysis of the Situation/Responsibilities**

**School Community Responsibilities**

At Poltimore Elementary School there is a culture where effective programs and policies are communicated to all students and staff the message that bullying-type behavior or violent behaviours will not be accepted or tolerated.

**Responsibilities of staff:**

- To act as appropriate role models for all staff and students;
- To take every precaution to ensure that students are supervised at all times;
- To reinforce the message that bullying is not accepted or tolerated;
- To be observant of signs of distress or suspected incidents of bullying;
- To treat all reports or observed incidences of bullying seriously by reporting them immediately to the appropriate administrator and/or staff member;
- To provide and foster an environment where students feel they can speak to staff about their concerns.

**Responsibilities of students:**

- To behave appropriately, respecting individual differences and diversity – to take a stand against bullying;
- To participate in anti-bullying peer groups (to voice & release their comments/concerns);
- To attend anti-bullying information/training and support workshop/assemblies;
- To report and inform (parents/guardians, school staff, friends) if they are being bullied or if they see someone else being bullied –whether it occurs at school or away from school;
- To help someone who is being bullied by taking a stand – reporting and supporting;
- To stand up and help someone being bullied.

Students can expect that their concerns will be responded to by the school staff and that they will be provided with appropriate support (for both the victims of and those responsible for the behaviour).

**Responsibilities of parents:**

- To watch for signs that their child may be the victim of bullying;
- To watch for signs that their child is exhibiting bullying behaviour;
- To speak to a Support Staff, Supervisor, Teacher, or the Administrator if their child is being bullied, or if they suspect that this is happening;
- To seek advice from a Staff member or Principal if they suspect that their child is bullying others;
- To encourage open conversations with adults if they are bullied or suspect others are bullying;
- To encourage their children to tell a responsible adult if they are bullied.

**Critical findings from the data obtained from the Our School Survey \*survey conducted in May 2022. 12 students from grades 4 and 6 completed the survey.**

**Pertinent Data:**

- 67% of students had a high sense of belonging

**Identified hot spots:**

- Outside the school 75%, on the bus 25%

**When bullying occurs:**

- Before school 13%, during recess 74%, during after school activities 13%

**Types of bullying:**

- 7% physical, 33% verbal, 40% social, 13% cyber

**Student voice on preventative bullying measures at Poltimore Elementary School:**

- 87% of students say there are adults at school that victims can talk to
- 67% of students say teachers help students understand bullying
- 67% of students say teachers step in quickly

67% of students say they understand the consequences of bullying

<p><b>Prevention measures</b> to put an end to all forms of bullying and violence</p>	<p>Measures to <b>encourage parents to collaborate</b> in preventing and stopping bullying and violence and in creating a healthy and secure learning environment</p>	<p>Procedures for <b>reporting, or registering a complaint concerning, an act of bullying or violence</b></p>	<p><b>Measures to protect the confidentiality</b> of any report or complaint</p>
<p>Reporting procedures have been implemented to ensure early identification of potential victims so that these students can receive the support, protection, education and when appropriate requests for therapy made.</p> <p>Reporting procedures have been implemented to ensure early identification of students prone to bullying or violent behaviours so that these students can receive appropriate interventions required to support change in their behaviour.</p> <p>Regular class meetings and assemblies are held where students may explore the phenomena of bullying, the forms it may take, the roles that various people play in bullying, the critical role of the bystander and the strategies/actions to intervene in the situation are discussed and practiced.</p> <p>All staff members have been trained to intervene immediately in a situation of bullying or violence and of the Do's and Don'ts when intervening.</p> <p>All staff members have been trained on proper procedures for dealing with a reported or a suspected incidence.</p> <p><b>SAFETY MEASURES TO STOP SEXUAL VIOLENCE</b></p>	<p>Parent representatives will be members of the AVAB Committee.</p> <p>The Anti-Violence/Anti-Bullying Plan will be presented at a Governing Board meeting and posted on the school website.</p> <p>-The AVAB Committee will meet bi-monthly to organize school activities and provide parent support materials.</p> <p><b>Parents of a child who is victimized</b> will be contacted as soon as a potential pattern of victimization is identified and will be asked for any observations of behaviour change at home. In addition, parents will be informed of the school's intervention and support that will be given to their child. The parents will be contacted periodically to ensure that interventions put in place have been successful. (Olweus Teacher's Guide Chapter 8) Parents will be encouraged to contact the principal, or their delegate should they have any concerns, information or questions. The message that the school wishes to partner with them to ensure that their child is safe and happy at school will be clearly stated. A Parent Tip Sheet for Talking with their child will be given to the parent(s).</p> <p><b>Parents of the child who is bullying or violent towards others</b> will be contacted by the school principal or their designate to inform the parents of their child's behaviour. Consequences imposed will be discussed with the parent and when appropriate, parents will be requested to come into the school for a meeting. Parents will be encouraged to contact the principal or their designate should they wish to discuss the situation further, have questions, have information or would like further advice and/or support. In such a situation the school will inform the parent of services available and may make contact on the parent's behalf if requested. A Parent Tip Sheet for Talking with their child will be given to the Parent(s).</p> <p><b>Parents of a bystander who is actively involved</b> in supporting the perpetrator will be contacted to inform them of their child's involvement and to inform of the consequences that have been given. A Tip Sheet for Parents of Bystanders is sent home. Parents are requested to inform the school of any information their child may share with them regarding the incident that would be helpful. Parents may be asked to meet with the principal or designate when appropriate.</p> <p><b>Parents of a student who has witnessed a disturbing incident but was not actively supporting the perpetrator</b> will be contacted to inform them of the situation and the actions the school has taken to support their child.</p>	<p>When a student witnesses an act of bullying or violence, the student may intervene if comfortable and where there is no threat of harm. Possible intervention strategies for students are discussed in class meetings. Regardless of whether students intervene or not <b>they must report the incident to an adult at school and an adult at home.</b> Intervention strategies will be discussed with bystanders when the principal or their delegate meets with the bystanders (when deemed appropriate).</p> <p>When a teacher or other staff member witnesses an act of bullying or violence, they must intervene immediately using the 6 step Intervention Approach if there is no threat to their personal well-being.</p> <p>911 will be called if warranted.</p> <p><b>Complaint</b></p> <p>For each complaint received the principal shall send the director general of the school board a summary report on the nature of the incident and the follow-up measures taken. A parent or guardian can also contact the Western Quebec School Board directly at 819-684-1313.</p> <p><b>Sexual Violence</b></p> <p>For each complaint received concerning bullying or violence and each report received relating to an act of sexual violence, the principal shall send the director general of the school board a summary report on the nature of the incident and the follow-up measures taken. The summary report concerning an act of sexual violence shall also be sent to the regional student ombudsman.</p>	<p>Any reports or complaints concerning acts of Violence or Bullying are strictly confidential. Reporting sheets, once received by the Principal (or other designated person) are kept in a secure file, along with any other document(s) relating this incident. Only the Principal (or their designate) may access the secure file.</p> <p>Any report or complaint made by a third party, including a parent or a student, that is documented or entered into an electronic filing system by a school staff member, shall not include the name of the person making the report or complaint.</p> <p>Any report or complaint entered into an electronic filing system (GPI) may only be accessed and viewed by the person entering the report or complaint and by the school Principal (or their designate).</p> <p>Only the information pertaining to their own child may be shared by school staff with parents or guardians. Information relating to other parties involved in the incident will not be.</p> <p>Any staff member that is involved in any way in an investigation following a report or complaint will take all measures necessary to protect its confidentiality. Staff members will be informed and periodically reminded of their obligation to protect the confidentiality of any report or complaint concerning an act of bullying or violence.</p>

<p>To address the area(s) of concern, the following measures aimed at putting an end to all forms of sexual violence include:</p> <ul style="list-style-type: none"> <li>• General school climate and SEL practices</li> <li>• Entente with Marie-Vincent</li> <li>• CCQ/Sexuality Education Curriculum and support from pedagogical consultant</li> <li>• Training activities for management and other personnel include the following: Training to be provided by the MEQ.</li> <li>• Anti-bullying and anti-violence training</li> <li>• Guidelines on reporting any incidents of bullying or violence will be reviewed</li> </ul> <p><b>EXTRACURRICULAR SERVICES OR IMPLEMENTATION OF THE SPECIAL SCHOOL PROJECT - PREVENTION MEASURES TO PREVENT AND STOP ANY FORM OF BULLYING OR VIOLENCE DURING THE PROVISION OF AND, WHERE APPLICABLE</b></p> <p>215. Any agreement between a school service centre and a body or person as part of providing extracurricular services or carrying out a special school project for the provision of services other than educational services must be made in writing. The agreement must provide for measures to prevent and stop any form of bullying or violence during the provision of extracurricular services or implementation of the special school project and, where applicable, require that persons who would be required to work with minor students and persons regularly in contact with minor</p>		<p>It is possible to make a report or file a complaint concerning an act of sexual violence to or with the regional student ombudsman and, for a person who is dissatisfied with the follow-up on a complaint filed with the institution, to use the complaint processing procedure provided for in the Act respecting the National Student Ombudsman.</p> <p>In the case of a complaint concerning an act of sexual violence, the principal shall also inform the student who is the victim that it is possible to refer the complaint to the Commission des services juridiques. If the student is under 14 years of age, the principal also informs their parents/guardians of that option, and if the student is 14 years of age or over, the principal may also inform their parents/guardians of that option, with the student's consent.</p>	
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students inform the principal of the school attended by the students directly involved of any act of bullying or violence that they observe. The agreement must also require that, in collaboration with the educational institution, persons who would be required to work with minor students and persons regularly in contact with minor students complete proper anti-bullying and anti-violence training as soon as possible.

<u>The actions to be taken</u> when a student, teacher or other school staff member or any other person <u>witnesses an act of bullying or violence</u>	Supervisory or support measures			<u>Specific disciplinary &amp; reporting sanctions/procedures according to their severity or repetitive nature</u>
	<i>For the victim</i>	for <i>witnesses</i>	for the <i>perpetrator</i>	
<p>When a student witnesses an act of bullying or violence, the student may intervene if comfortable and where there is no threat of harm. Possible intervention strategies for students are discussed in class meetings. Regardless of whether students intervene or not <b>they must report the incident to an adult at school and an adult at home (Olweus Rule #4)</b>. Intervention strategies will be discussed with bystanders when the principal or their delegate meets with the bystanders (when deemed appropriate).</p> <p>When a teacher or other staff member witnesses an act of bullying or violence <b>they must intervene immediately if there is no threat to their personal well-being</b>. If appropriate 911 will be called.</p>	<p>The student will meet with the appropriate individual (teacher they are closest to, principal or their delegate) to discuss the situation and to learn further information about bullying incidents. The student will be guaranteed confidentiality to ensure they feel safe about discussing the incidents and are not anxious about possible retaliation from the student who is bullying them. The student is informed of the follow-up that will occur with the student(s) involved. The student is informed that their parent(s) will be informed of the situation. The student's input is sought as to measures that could be implemented immediately to support the student. The student is met with several times to ensure that the bullying has stopped. The student is encouraged to report any future incidents and is reminded that Rule#4 also applies to them. Appropriate staff is informed to ensure that supervision of the individual is increased to ensure their safety. If additional resources to support the student are deemed appropriate the principal or their designate will ask the parent(s) to follow-up (counselling etc.)</p>	<p>The principal or their designate may meet with the bystanders individually or in a group depending on the circumstances. When students actively support the child who bullies, the principal or their designate meets with the individual student to discuss their behaviour, the School Rules and the consequences that will be imposed for their active role. Future expectations for the student will be discussed and the student is informed that their parent(s) will be informed of the situation. Future consequences will be discussed should another similar incident occur.</p>	<p>The perpetrator will be met with after a discussion has been held with the victim and the bystanders to ensure that the intervening adult has an accurate understanding of the situation. The perpetrator is given the opportunity to explain from their perspective. The perpetrator is informed of their knowledge of the incident, that the rules have been broken and what the consequences will be. The perpetrator is informed that his/her parent(s) will be contacted. The perpetrator is asked how they will ensure that this does not happen again. The principal or their delegate will inform the perpetrator and parent(s) that should any future incidents occur that the consequences will be more severe. Regular follow-up with the perpetrator occurs to ensure the bullying has stopped. Appropriate staff members are informed to ensure the perpetrator is closely supervised and their behaviour redirected when appropriate.</p>	<p>Please refer to Appendix A- Bullying Report Form</p>