



Action plan to prevent and deal with violence in the schools:
Let's work on it together!



REFERENCE TOOL FOR THE ELABORATION OF THE ANTI-BULLYING AND ANTI-VIOLENCE PLAN Revised 2023

Approved by the governing board on (YY-DD-MM): January 24, 2023

Name of the school:
Parkview Elementary

- ELEMENTARY SCHOOL
 SECONDARY SCHOOL

Date:
October 2023

Number of students:
413

Principal:
Barbra Plouffe

School staff member responsible for coordinating the team's work: Barbra Plouffe

AB-AV Team members : Barbra Plouffe, Catherine Degrange, Marc-Olivier Tousignant

This anti-violence and anti-bullying plan is inspired by the following values of the **educational project** of the school

- Provide a safe and fun learning environment for all students and staff
- Provide all students and staff with the tools necessary for individual growth
- Provide a variety of extra-curricular sports and activities to promote healthy lifestyle
- Expose students to varied lunch hour/recess/after school activities (robotics, knitting, The Voice, Glee Club, sports, latin club, etc.)
- Provide different tools to recognize and to react to bullying and/or violence.
- Promoting well-being for all (emotionally & physically)
- Promote solution- orientated approach within every conversation (10% problem & 90% solutions/next steps)

The plan follows the objectives described in the **Commitment to Success Plan** and in the **Educational Projects**. More specifically the actions taken toward the accomplishment of the Wellbeing Orientation:

Our annual objective is : To promote the well-being of all.

Our main actions are: Create positive relationships of open communication that fosters self-reflection resulting in solution-oriented discussions.

What is the committee's mandate?

To determine what constitutes an act of bullying that can be outlined in the Bill 56 Act.

To complete the Bill 56 documentation with a plan to prevent bullying and acts of violence at Parkview.

What are the conditions that support the development and the implementation of the plan? (*Substitutions, school organization, training, etc.*)?

- Workshops on attachment theory (Neufeld, Intervention Positive with all aids).
- Work with external services on positive intervention
- Extra-curricular sports
- Extra social activities (Glee Club, The Voice, Knitting Club, Robotics, Student Council, Lego club, Chess club, etc.)
- Lunch Club
- Active recess in the gym
- Psycho-educator and Psychologist support
- Self-regulation areas & safe spaces
- Behaviour contracts
- Social groups
- HSA/SET on call at all times for emergencies
- HSA/SET per grade for support
- 100% Staff Assistance
- More communication with parents
- Google tracking (Teacher updates- weekly)
- Support Staff meetings once a week
- Special plans/program for "frequent flyers"
- Weekly team meetings to discuss interventions/students/follow-ups

What are the actions taken in order to mobilize every school staff member with respect to bullying and violence?

- Staff meetings
- Cycle meetings
- Ad Hoc meetings
- Support staff weekly meetings
- Psycho-Educator and Psychologist meetings
- Digital Citizenship Workshops
- Code of Conduct – Google tracking for follow ups.
- Reports for bullying and violence
- Extra supervisors
- Three tier discipline procedure (HSA/SET, Staff Assistant, principal).
- “Rules to Live by” in agenda
- Presentations from the police department about bullying and cyberbullying.
- Workshop with CLSC about positive intervention
- Workshops with Sante Publique

Anti-bullying and anti-violence plan components	Analysis of the situation
<p>ELEMENT 1:</p> <p>An <u>analysis of the situation</u> prevailing at the school with respect to bullying and violence</p>	<p>A) Available data: Google tracking system of major and minor incidents, suspension binder, action plan, behavior, orange cards, Ad Hoc with parents (external services and school board services)</p> <p>B) Next steps to update and to improve our data: Use of Mosaïk to track behavior and follow ups.</p> <hr/> <p><u>Priorities:</u></p> <ol style="list-style-type: none"> 1. To promote respect, kindness, openness and friendship. 2. To make sure all students and staff feel safe at all times. 3. To continue to teach students to self-regulate.

Anti-bullying and anti-violence plan components		Description	Timeframe
<p>ELEMENT 2:</p> <p>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;</p>	<p>Current practices</p>	<p>1- HSA/SET workshop/common objectives (positive intervention with CLSC) 2- HSA/Staff Assistant support at office full time 3- Orange Card meetings 4- Extra -curricular Activities 5- Lunch program 6- Recess/Lunch zones 7- Lunch hour same supervisors for each zones for attachment 8- HSA/SET for each grade to enhanced attachment 9- School Matrix for students behavior 10- Student council</p>	<p><i>On-going</i></p>
	<p>Practices to enhance</p>	<p><i>1- Recess program 2- Teaching of low organizational games to students to use during recess 3- Implementation of different sports/activities at lunch and recess 4- Teach more low organization games 5- Teacher workshop/common objectives 6- Better system in regards to supporting staff to recognize students signs of escalation 7- Multi-Tier system checklist to prevent students behavior</i></p>	<p><i>June 2024</i></p>
	<p>New practices to be established</p>	<p><i>1- HSA/SET for each grade to enhanced attachment 2- Orange Card system 3- School Matrix</i></p>	<p><i>June 2024</i></p>
<p style="text-align: center;"><i>Sections # 3 to 9 could be included in an intervention protocol on bullying and violence</i></p>			
<p>ELEMENT 3:</p>	<p>Current practices</p>	<p>1- Code of Conduct placed in each student's agenda 2- Open and On-going communications for all incidents 3- Involved parents in solution based discussion 4- Behavior contract for students with parents collaboration</p>	<p>Present</p>

Measures to <u>encourage parents to collaborate</u> in preventing and stopping bullying and violence and in creating a healthy and secure learning environment;			
	Practices to enhance	<ol style="list-style-type: none"> 1. Enhance the understanding of the difference between bullying and annoying, or bothering. 2. Promote respectful, constructive dialogue & self-regulation. 3. Encourage parents to contact teachers about question 4. Better understanding of the school matrix (communication to parents by any staff members) 	June 2024
	New practices to be established	<ol style="list-style-type: none"> 1. Motivate more community members (through the PPO) to be active participants in school life. 	June 2024

Sections Nos. 3 to 9 could be included in an **intervention protocol on bullying and violence**

Anti-bullying and anti-violence plan components		Description	Timeframe
<p>ELEMENT 4:</p> <p>Procedures for <u>reporting, or registering a complaint concerning, an act of bullying or violence</u> and, more particularly, procedures for <u>reporting</u> the use of social media or communication technologies for cyberbullying purposes;</p>	<p>Current practices</p>	<ol style="list-style-type: none"> 1. Confidential reporting in person, by email or by phone 2. Principal, Ms. Plouffe has an open-door policy 3. Regular communication with parents. 4. HSA/SET/Staff Assistant support at office 5. Behavior contract for “frequent flyers” 	<p><i>On-going</i></p>
	<p>Practices to enhance</p>	<ol style="list-style-type: none"> <i>1- Better understanding of our new school matrix by the staff</i> <i>2- To encourage and teach students to report to the closest adult</i> <i>3- To give workshop to students about cyberbullying (Police visit)</i> 	<p><i>June 2024</i></p>
	<p>New practices to be established</p>	<ol style="list-style-type: none"> <i>1. Google forms for “Protecteur de l’élèves”</i> 	<p><i>June 2024</i></p>
<p>ELEMENT 5:</p> <p><u>The actions to be taken</u> when a student, teacher or other school staff member or any other person <u>observes an act of bullying or violence</u>;</p>	<p>Current practices</p>	<ol style="list-style-type: none"> 1. Report to any adult (three tier system). 2. Involve Homeroom teacher and other staff members 3. Involve parents from both parties (different meetings) 4. Collaboration with external services 	<p>Present</p>
	<p>Practices to enhance</p>	<ol style="list-style-type: none"> <i>1- To find different ways to involve all staff members</i> <i>2- To provide opportunity to all staff members to develop a sense of confidence to better respond in those situations</i> <i>3- Provide opportunities and tools for classroom discussions</i> 	<p><i>June 2024</i></p>

	New practices to be established	1. Enhance the communication lines between administration, staff, supervisors and daycare. 2. HSA/SET per grade first tier system	June 2024
<i>Sections # 3 to 9 could be included in an intervention protocol on bullying and violence</i>			
Anti-bullying and anti-violence plan components		Description	Timeframe
ELEMENT 6: <u>Measures to protect the confidentiality</u> of any report or complaint concerning an act of bullying or violence;	Current practices	1- Incident are recorded in Google Form on a first name basis 2- Office team is confidentially doing the follow up for each event 3- Staff Assistant looking at the tracking weekly for follow ups	On-going
	Practices to enhance	1- Use of Mosaik once it is set up 2- Training for all staff members 3- New office to provide confidentiality	June 2024
	New practices to be established	1- Use of a Confidential bullying report box	June 2024
ELEMENT 7: <u>Supervisory or support measures</u> for any student who is a <i>victim</i> of	Current practices	1. Provide a safe, secure and confidential trust between student(s), staff and principal 2. Communicating with parents and respecting the interest of the student 3. Providing time for the student to see the psycho-educator if needed 4. Providing a safe place or protection, if required 5. Continued Professional Development for teachers and supervisors	On-going

bullying or violence, for <i>witnesses</i> and for the <i>perpetrator</i> ;		6. Meeting with perpetrator, victim and witnesses 7. Team meeting for additional measures 8. Students identifying their behaviour and telling the truth 9. Enhance the responsibility and ownership of parental involvement 10. Work on perpetrator and victim to express feelings and work on social skills. 11. Recess/lunch club when needed.	
	Practices to enhance	1. Encourage all students to report incidents 2. Provide positive feedback and continued support for those that come forward. 3. Follow up with all parties.	June 2024
	New practices to be established	1. Keywords to use when witnessing bullying or violence. 2. Developing more student leaders.	June 2024

Sections Nos. 3 to 9 could be included in an *intervention protocol on bullying and violence*

Anti-bullying and anti-violence plan components		Description	Timeframe
ELEMENT 8: <u>Specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature;</u>	Current practices	1. Following the Rules to live by with in-school and out of school suspensions 2. Safe School assessment meetings 3. Reintegration with the principal, necessary teachers/staff and parents before the student returns (specific guidelines). 4. Use of The Garden for specific goals 5. Self-reflection form 6. Special plan required students for breaks or safe place 7. Referral and involvement of special services 8. Disciplinary sanction as per Article 96.27 of the Education Act 9. Student, parents/guardians/school staff behavioral contracts.	<i>On-going</i>
	Practices to enhance	1. Developing more consistency following the Rules to Live By among staff members and supervisors (staff meeting) 2. Increase parental communication and involvement from staff members not just office team 3. Involving all necessary staff in re-integration meetings and/ or Safe School meetings	June 2024
	New practices to be established	1- School Behaviour Matrix	June 2024
ELEMENT 9:	Current practices	1. The principal/staff assistant will communicate with the student(s), parents, teachers and supervisors involved.	<i>On-going</i>

The required follow-up on any report or complaint concerning an act of bullying or violence.	Practices to enhance	2. Better/more open communication from Homeroom teachers & families	June 2024
	New practices to be established	<ol style="list-style-type: none"> 1. Tracking of any communications with all parties involved 2. Follow up with external services when needed 3. Ensuring that all teachers and supervisors are clearly communicated with and informed of final outcome 	June 2024

<p>SEXUAL VIOLENCE: *Elements 1 to 9 of the present ABAV plan apply to acts of sexual violence, as adapted considering the circumstances.</p>		<p>Description</p>	<p>Timeframe</p>
<p><u>Preventative/Safety Measures to stop acts of sexual violence</u>, in addition to the prevention measures mentioned in Element 2</p>	<p>Training activities for management and other personnel specific to acts of sexual violence</p>	<ul style="list-style-type: none"> - Training provided by the MEQ (to come). - Sexual violence Hotline 1-833-933-9007 - Website to consult: https://www.quebec.ca/en/education/prescolaire-primaire-et-secondaire/droits-eleve/report-an-act-of-sexual-violence-against-a-student#note-1 	<p>On-going as needed</p>
	<p>Measures addressing the area(s) of concern aimed at putting an end to all forms of sexual violence</p>	<ul style="list-style-type: none"> - Support Team on call at office - Extra supervision - Clubs (Chess, knitting, sports etc. to diversity and engage students). - Model appropriate behaviors. 	<p>On-going</p>
	<p>Current practices and practices to enhance</p>	<ul style="list-style-type: none"> - Sexuality Education discussions in class (per grade) - Common language 	<p>On-going</p>
<p>Intervention Protocol: <i>*For acts of sexual violence involving a perpetrator of 12 years of age or older, the administration must contact the Director prior to applying the intervention protocol (Element 5) and the Supervisory and Support Measures (Element 7) mentioned herein. Specific measures might be required in certain cases and the board will be of assistance to the administration as to the steps to follow.</i></p>	<p>Current practices</p>	<ul style="list-style-type: none"> - Notify principal (Head teacher in absence) - Call the DPJ - Notify Student Services team assigned to Parkview - Remove student from situation - Notify all parties involved (victim/perpetrator/witnesses) keeping in mind confidentiality practices - Involve police/officer assigned to school - Reporting and training - Keep all documents in a locked/confidential area. - Open and timely communication with all parties involved and staff - Restorative Approach 	<p>Currently occurring</p>

SEXUAL VIOLENCE: *Elements 1 to 9 of the present ABAV plan apply to acts of sexual violence, as adapted considering the circumstances.		Description	Timeframe
	Practices to enhance	<ul style="list-style-type: none"> - Better reporting frequency/more details - Do follow-ups with student services team - Do timely follow-ups with families 	On-going
	New practices to be established	<ul style="list-style-type: none"> - More support for all parties from a respect/care lens 	On-going

SEXUAL VIOLENCE: *Elements 1 to 9 of the present ABAV plan apply to acts of sexual violence, as adapted considering the circumstances.		Description	Timeframe
Follow up Protocol: <i>*In addition to the follow-up protocol mentioned herein (Element 9), and more specifically, to the possibility of filing a report or making a complaint, 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</i>	Current practices	<ul style="list-style-type: none"> - Principal report to DG and complete Summary Report for - Reporting and training - Keep all documents in a locked/confidential area. - Open and timely communication with all parties involved and staff - Meet with all parties - Create plan (well-being) with all in mind 	On-going
	Practices to enhance	<ul style="list-style-type: none"> - Awareness of ABAV plan - Check-in with students, staff, parents - Meet more often with Student Services Team 	On-going

SEXUAL VIOLENCE: *Elements 1 to 9 of the present ABAV plan apply to acts of sexual violence, as adapted considering the circumstances.		Description	Timeframe
<i>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.</i>	New practices to be established	<ul style="list-style-type: none"> - Reporting/confidentiality/support - Use Administrative checklist 	On-going

Extracurricular Services or Implementation of the Special School Project		Description	Timeframe
In addition to the measures mentioned above, the following measures will be included in all agreements between the school and a body or person providing extracurricular services or carrying out a	1.	<ul style="list-style-type: none"> - Training for all when available - Meeting with principal for clear understanding (including where to find documents) - All staff/volunteers: Tell administration immediately 	

Extracurricular Services or Implementation of the Special School Project		Description	Timeframe
special school project for the provision of services other than educational services: PREVENTION MEASURES TO PREVENT AND STOP ANY FORM OF BULLYING OR VIOLENCE DURING THE PROVISION OF AND, WHERE APPLICABLE (Art.215 Bill 9)	2.		
	3.		