

Anti-Bullying & Anti-Violence Plan

for

NOVA CAREER CENTRE

2023-2024

Our Goal:

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

From input by Core & Support staff @ Nov.24 meeting
Governing Board May 31st, 2023

Here is our plan...

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Our Anti-Bullying & Anti-Violence Committee was formed on:

April 1, 2023

Our Committee members are:

Member	Role
Anita Montreuil	Vocational instructor
Jason Burns	Support Staff
Kim Lapierre	Support Staff
Andrey Kutash	Advisory Member
Student Member: Shawn Pinkerton Henderson	

This is the process we used for the approval of our ABAV Plan:

Action	Date
Plan presented to Governing Board	
Plan approved by Governing Board	
Plan Amended	yearly
Amended Plan Approved by Governing Board	yearly
Parent Explanatory Document distributed	n/a
Governing Board evaluation of results achieved by the school with respect to preventing and dealing with bullying and violence	
Document distributed to parents ¹ regarding the Evaluation	

¹ Throughout this Plan, 'parents' will always refer only to students under the age of 18 years old

DEFINITIONS

Bullying	<p>The word “bullying” means 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 injures, hurts, oppresses, intimidates or ostracizes.</p> <p><i>Bill 56: An Act to Prevent and Stop Bullying and Violence in Schools</i></p>
Violence	<p>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.</p> <p><i>Bill 56: An Act to Prevent and Stop Bullying and Violence in Schools</i></p>
Sexual Violence	<p>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.</p> <p><i>Contre la violence sexuelle, la violence conjugale et Rebâtir la confiance - Stratégie gouvernementale intégrée 2022-2027 (quebec.ca)</i></p>
Racism	<p>“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.” <i>MIDI, 2015</i></p>
Discrimination	<p>“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.” <i>Charter of Human Rights and Freedoms, section 10</i></p>

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The Plan

All Anti-Bullying & Anti-Violence Plans **MUST include the following** elements
(Bill 56 Section 75.1 and Bill 9):

		v
1	An analysis of the situation prevailing at the Centre with respect to bullying and violence	
2	Preventive 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 mental or physical disability.	
3	Measures to encourage parents (for students under the age of 18) to collaborate in preventing and stopping bullying and violence and in creating a healthy, safe and secure 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 cyber-bullying purposes. (Suggestion type Box)	
5	Actions to be taken when a student, teacher or other Centre 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 a witness and for the perpetrator.	
8	Specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature include.	
9	Required follow-up on any report or complaint concerning an act of bullying or violence include.	

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1. Analysis of the situation prevailing at the Centre with respect to bullying and violence

Overall Centre situation:

- Nova Career Centre consists of two sectors: Adult General Education and Vocational Training, the first floor sharing
 - Auto Mechanics, EV, Accounting, Commercial & Residential Drafting; Hairdressing, Interior Decoration & Visual Display, Secretarial, Starting a Business, and Welding, High Pressure Pipe Welding, IHCA, Daycare, SPP and Construction Business Management.
- The second floor of the main wing is shared by the Adult General Education program and two vocational programs (Secretarial & Accounting)
- The student body at Nova Career Education Centre consists of various linguistic and cultural groups.
- Term Students include Outside Workshops and Students for a day.

Bullying Indicators:

Reports (verbal and/or written) of bullying from staff, students and/or parents (if student is under 18 years of age).

Surveys will be developed specifically for all levels of staff and students.

The following questions may be included in the survey:

- How many (and what percentage of) students are bullied at our Centre?
- How do these bullying experiences vary for students in different programs?
- How many students have been bullied over a long period of time?
- How many students are afraid of being bullied?
- Have bullied students told anyone about their experiences? If so, whom?
- How many students at our Centre have been identified as bullies?
- How does this behavior vary for all people?
- How does this behavior differ between students in Academics versus Vocational programs?
- Does it differ between all the programs at our Centre?
- What types of bullying are most prevalent in our Centre?
- How do these types of bullying vary for all people?
- What and where are the “hot spots” for bullying at our Centre?
- What are students’ attitudes toward bullying at our Centre?
- How often do teachers or other adults at the Centre intervene to stop bullying?
- How often do students intervene to stop bullying?
- How satisfied are students with the Centre’s Anti-Bullying and Anti-Violence Plan policy and procedures?

For most questions, results may be examined by gender and program.

Can provide a board-wide report and results can be compared year by year for each Centre.

Violence Indicators:

Written and/or verbal reports of violence by students, staff and/or parents (if student is under 18 years of age).

Number of expulsions related to violent behavior.

Tosca memos.

Referrals to office for violent behavior.

Surveys or feedback from staff and security personnel.

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2.

Preventative measures to put an end to all forms of bullying and violence, in particular those motivated by racism, homophobia, targeting sexual orientation, sexual identity, a mental or physical disability include:

Code of Conduct clearly states that all students must behave in a respectful manner towards everyone in the Centre community.

Students will be required to sign an agreement against all acts of bullying and/or violence on the first day of class when they receive their copy of the Plan.

Measure:	Aimed at:	✓
Implementation of a recognized Anti-Bullying and Anti-Violence Plan (TBD).	All students and staff	
On-going education of all students and staff regarding the bullying and violence process, the roles that various individuals play including any bystander.	All students and staff	
Identification of “hot spots” (bullying or violence) via survey or questionnaire, by student or staff member indicating where supervision of these areas should be increased.	All students and staff	
On-going training regarding bullying, homophobia and preventive measures and/or strategies.	All staff and Governing. Board members	
Encourage discussion during PD days with all staff members.	All staff	

3.

Measures to encourage parents¹ to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure environments include:

	✓
A document developed each year to explain the anti-bullying and anti-violence plan.	
This document will be distributed to all parents of students under the age of 18. (Bill 56 Section 75.1 and Bill 9)	
The plan should be addressed at Student Orientation Sessions.	
A kiosk could be set up to answer questions about the Plan.	
Information links posted on the Centre’s website regarding relevant information, how to recognize symptoms that an individual is being bullied, how to speak with the person being bullied (be it a parent, friend, etc.) about the situation, how to help a person or your child if they have witnessed bullying, Internet safety, cyber bullying, etc.	
On-going communication between the Centre Director or designate and parents of children who are being bullied and those who are engaging in bullying behaviors until resolution of the situation. Periodic communication with the student bullied and their parent(s) to ensure that measures taken have been successful and the bullying has ceased.	
For students with behavioral challenges, positive changes in behavior will be recognized and parents of students under 18 will be contacted with the good news	
Positive press releases and articles on centre websites.	

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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 cyber-bullying purposes.

Reporting Procedure for STUDENTS	Type of Complaint
Guarantee of confidentiality when reporting. Any student witnessing an act of bullying or violence must tell a staff member at the Centre and should tell an adult at home (parents have been advised of the procedures, they will know how to proceed).	All
Students are encouraged to report any incident of violence or bullying verbally or via e-mail to any staff member (example teacher, counselor, or program coordinator, etc.).	
Implement a procedure where students can submit a written report. It is mandatory that the name be included in order to follow-up on the incident. <u>Note</u> : all names will remain confidential.	All
Reporting Procedure for STAFF	Type of Complaint
All staff <u>must document the report</u> and the follow-up with students. E-mail to the Centre Director or designate.	All

Reporting Procedure for PARENTS [*]	Type of Complaint
When parents become aware of a bullying situation or an act of violence, they are encouraged to advise the Centre Director or designate, or the classroom teacher.	
The person contacted will follow-up using a Bullying Incident Report Form. Following the investigation, the parents should be informed that the situation has been investigated and that appropriate action has been taken.	All
Details cannot be given in order to maintain confidentiality.	
Parents can contact the Centre via: <ul style="list-style-type: none"> ○ Phone call ○ Letter ○ E-mail ○ Completion of a form available on the Centre's website 	All

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5.

Actions to be taken when a student, teacher or other Centre staff member or any other person observes an act of bullying or violence.
In all situations the Centre Director or designate must be informed immediately, and will be responsible for imposing consequences.
A student or staff member must respond to the situation.
If the situation does not threaten the safety of a staff member who is witnessing or has been told of an incident, the staff member must intervene immediately.
The student involved in the bullying and/or violent behavior must be escorted by a staff member to the office where the Centre Director or designate is notified immediately. At the discretion of the staff member involved 911 will be called.
If the situation does not threaten the safety of a student who is witnessing an incident, the student may intervene or choose to seek the assistance of a staff member.
The student who witnesses an incident must report the incident to the appropriate staff member in the Centre through predetermined avenues (please refer to #4 of this plan).

6.

Measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence.	
Measure	Done
The plan is reviewed a minimum of once per year and all staff are reminded that every incident and follow-up must be kept confidential .	
The Anti-Bullying and Anti-Violence Plan is signed by all staff indicating their commitment and adherence to the plan.	
Reports of bullying and/or violence are kept in a locked filing cabinet	

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7.

Supervisory or support measures for any student who is a victim of bullying or violence, for a witness and for the perpetrator.	
Measures for the VICTIM	Follow-Up
Discussion with a teacher, counsellor, Centre Director or any other staff member. Severity of incident will be acknowledged.	Centre Director or designate
Documented follow-up meetings will be conducted with the student to ensure the bullying or violence has stopped and to provide support to the student.	Centre Director or designate
Regardless of the severity, the Centre Director or designate is to be notified immediately.	
Appropriate Centre staff will be made aware of the incident to ensure the student's safety.	
Parents (if student is under 18) will be informed immediately following the incident and updated regularly until the situation is resolved. Referral for counseling recommended if appropriate.	
Measures for the BYSTANDER	
Following an incident, bystanders will be interviewed by the Centre Director, or designate, who will then fill out a report, to document the interview and also to determine what further steps will/must be taken.	
Follow-ups will be determined by Centre Director or designate.	
Measures for the PERPETRATOR	
All incidents will be followed-up by the Centre Director or designate regardless of the severity.	
The person who intervenes or who has been told of an incident will submit a report to the Centre Director or designate with a request for follow-up/investigation.	
Once the investigation has been completed, and the incident is confirmed to be an act of bullying and/or violence, the Centre Director or delegate will meet with the perpetrator.	
The perpetrator will be told of the report, the incident will be discussed, and any consequences will be imposed by the Centre Director or designate.	
Perpetrator's parents (if student is under 18) are called and informed of the incident and consequences. If appropriate parents are asked to come in for a meeting with the Centre Director or designate. They may also be asked to attend educational awareness meetings.	
Parents are informed of their right to request assistance from the person specifically designated by the school board. (Bill 56 Section 11 and Bill 9)	

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8.

Specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature:
MINOR Incidents
A discussion concerning the incident will be held with the Centre Director, or designate, and the witness(es) or person(s). Incident and all related must be documented in writing.
Follow-up will always be required. Follow ups and all related must be documents in writing.
Centre Director or designate will determine the next step based upon the nature of the offense.
Participation in educational and awareness meetings mandatory.
MODERATE Incidents
Student will be sent to the office immediately to meet Centre Director or designate. Incident and all related must be documented in writing.
Participation in educational and awareness meetings mandatory.
SEVERE Incidents
Student will be sent to the office immediately to meet the Centre Director or designate. Incident and all related must be documented in writing.
Behavior contract/plan will be developed for student, agreed to and signed by all.
Appropriate teachers and staff will be informed of the plan.
Participation in educational and awareness meetings mandatory.
Removal from the program is governed by the Rules of Conduct and Safety, with possible Police involvement

9.

Follow-up on any report or complaint concerning an act of bullying or violence:
Centre Director or designate completes the follow-up and conducts the meeting(s). All related must be documented in writing
Individual meeting with the victim will be held to determine validity and severity of incident reported. All related must be documented in writing
Meeting with bystanders will be held to gain further information. All related must be documented in writing.
Meeting with the perpetrator will be held to inform them of the incident reported, to hear the perpetrator's side and to impose appropriate consequences. All related must be documented in writing.
Follow-up phone call will be made to appropriate parents* to alert them of the incident, the follow-up provided/to be provided, to gather further information, and to gain parental Support. All related must be documented in writing.
In some circumstances a request for a meeting may be appropriate. In addition, people involved are advised of their right to request assistance from the person designated by the school board for that purpose. All related must be documented in writing.
A summary report of the incident and follow-up measures taken will be sent to the appropriate authorities.

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