

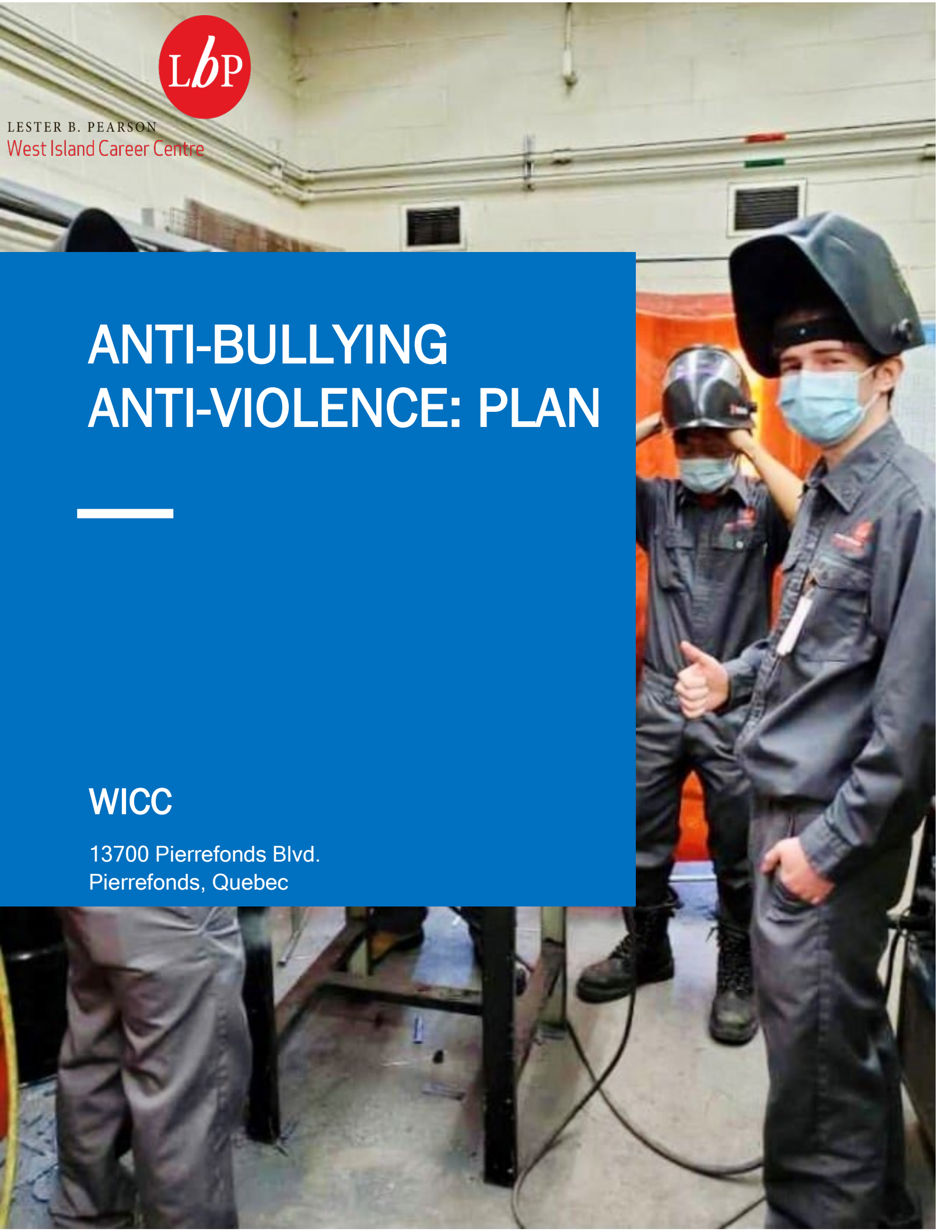


LESTER B. PEARSON
West Island Career Centre

ANTI-BULLYING ANTI-VIOLENCE: PLAN

WICC

13700 Pierrefonds Blvd.
Pierrefonds, Quebec





West Island Career Centre Anti-Bullying Anti-Violence Plan

Goal

To proactively prevent all forms of bullying or violence targeting students, teachers, staff members or any other member of the WICC community.

DEFINITIONS

Bullying: refers to any repeated indirect or direct 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 injuries, hurts, oppresses, intimidates, or ostracizes.

Violence: refers to any intentional demonstration of verbal, written, physical, psychological or sexual act 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.

Members of the anti-bullying and anti-violence team:

Jad Deegan

Dirk Gundlach

Melodie Jamison

Jennifer Gardner-Cromwell

Andrew Czereyski

Moyra Davis

Barry Kagan

Signature Governing Board Chair

Signature Centre Director

November 29th, 2022

November 29th, 2022

Date

Date

Analysis of the school's situation:

The West Island Career Centre Community pledges its support for the position of the Lester B. Pearson School Board's Safe and Caring School's Policy, with respect to school safety and security. In March of 2022 the WICC staff was surveyed through the School Climate Survey to gather information on the current climate at WICC. Taking that feedback into account, WICC is committed to working towards eliminating all forms of bullying and violence in its community and to taking a regular measure of its school climate as it relates to these issues.

Proposed Steps:

- West Island Career Centre will educate the student population on bullying and violence and preventative measures.
- West Island Career Centre will poll the students through its School Culture and Climate survey to identify the student perception of bullying on a regular basis.
- West Island Career Centre will poll staff through its School Culture and Climate survey.
- West Island Career Centre will encourage all parties to write a report when an incident of violence or bullying has been witnessed.
- West Island Career Centre will keep a general tally of incidents of bullying or violent behaviors, for reporting purposes.
- WICC commits to including its analysis of the situation, targets, actions, strategies, and monitoring mechanisms in the school's MESA and to including a section on outcomes in its Annual Report on the MESA.
- Suspensions and expulsions related to bullying and violent behavior will be recorded.

Prevention Measures:

The West Island Career Centre Community holds firm in the conviction that education and dialogue are the keys to changing attitudes towards issues of bullying and violence in schools. As educators, we are committed to providing opportunities for all members of our community to explore these issues, share experiences, move towards a greater understanding of their underlying causes, and build the capacity to rise above them. We acknowledge that changing attitudes and culture is a long-term process. To that end, established measures such as those listed below should be considered as part of a general plan to promote a safe and caring school environment.

Proposed Steps:

- The West Island Career Centre Code of Conduct will be distributed to all students at the beginning of every school year as part of the student handbook.
- West Island Career Centre is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- West Island Career Centre will continue to implement programs related to anti-violence and anti-bullying over the course of each school year.
- West Island Career Centre will continue to supervise all areas, in and around the school, to minimize any act of bullying and/or violence.
- West Island Career Centre will continue to encourage and support community programs and activities that promote a sense of belonging and unity with the student body.
- West Island Career Centre will continue offering counselling and guidance to identified students as a proactive approach to reducing acts of bullying and/or violence.
- West Island Career Centre will have presentations by outside organizations that will focus on the theme of anti-violence or anti-bullying.
- West Island Career Centre will continue to inform the school population and the school community about its prevention measures. This will be accomplished through various media outlets and student assemblies.

Process for Reporting:

All members of the West Island Career Centre 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. It is understood that our process is designed to facilitate and encourage the reporting of incidents.

Proposed Steps (Students):

- West Island Career Centre respects confidentiality for parties reporting incidents of bullying and/or violence.
- Any West Island Career Centre student who witnesses an act of bullying or violence is responsible for reporting the event.
- West Island Career Centre will provide a communication system where students and staff can report acts of bullying and/or violence.
- A template will be provided so all written and verbal reports can be documented and followed up, as needed.
- Members of the West Island Career Centre parent community who are made aware of a bullying situation or act of violence, involving a student of the school, should contact the school. West Island Career Centre will then be able to contact and subsequently follow-up on the report.
- Within a reasonable timeframe of receiving the report, the reporting individual will be contacted by the school, to be assured that the situation is being investigated, if necessary. Further details will be limited, in order to ensure confidentiality of the parties involved.
- West Island Career Centre invites the following forms of contact from individuals
 - Direct phone calls to school administrator or in-person meeting.
 - Letter detailing issue or incident, addressed to school administrator or classroom teacher.
 - Email



Actions to be Taken When Observing Bullying or Violence in Centre:

No member of the West Island Career Centre Community will be indifferent towards reported or witnessed acts of violence and bullying. We are committed to responding to and investigating any report we receive which suggests that an incident of violence and/or bullying has taken place amongst our population.

Proposed Steps:

- All West Island Career Centre staff will be committed to a zero-indifference policy with respect to acts of violence or bullying or reports of said acts.
- A West Island Career Centre staff member who observes, or is made aware of, a possible act of bullying or violence must intervene to assess the situation and act if deemed necessary.
- If the situation does not threaten the staff member who is a witness or who has been told of an incident, he/she must intervene.
- If the staff member considers his/her intervention in the situation successful, the student is not referred to administration. However, administration must be informed if the staff member considers the incident to be one of violence or bullying.
- The staff member may determine that the student involved in the bullying and/or violent behavior should be sent directly to administration, depending on the severity of the incident.
- At the discretion of the Centre Director, or his/her replacement if he or she is absent that day, police intervention may be requested in the form of a 911 emergency call.
- A West Island Career Centre student may intervene if the situation does not threaten his /her well-being and/or may choose to seek the assistance of a staff member.



Actions to be Taken When Observing Bullying or Violence While on Stage:

The West Island Career Centre recognizes that professional programs require students to participate in stages off the WICC campus. We are committed to responding and investigating any report we receive of an incident that occurs during any part of the program of study regardless of whether it is on or off school premises.

Proposed Steps:

- All West Island Career Centre staff will be committed to a zero-indifference policy with respect to acts of violence or bullying or reports of said acts.
- Students on stage are still bound by the WICC code of conduct and the Lester B. Pearson School Board Policy on Safe and Caring Schools.
- A West Island Career Centre staff or student who observes, or is made aware of, a possible act of bullying or violence must report the incident to their stage coordinator or, if not possible, their stage hosts supervisor.
- If the staff member considers his/her intervention in the situation successful, the student is not referred to administration. However, the administration must be informed if the staff member considers the incident to be one of violence or bullying.
- The staff member may determine that the student involved in the bullying and/or violent behavior should be removed from the stage environment until such a time as a meeting with administration can be scheduled.
- WICC community members should be aware that partner organizations may have sanctions in addition to those covered by the Policy on Safe and Caring Schools, as outlined by their institutions own procedures up to and including:
 1. Removal from stage
 2. Contacting of emergency services or police
 3. Pressing of criminal charges or other litigation as appropriate.



Measures to Protect Confidentiality:

As part of the investigative and follow-up processes, West Island Career Centre is committed to maintaining fair, accurate and confidential records of each reported incident of bullying or violence, regardless of the investigative outcome. West Island Career Centre is also committed to keeping any records confidential and secure to protect all parties, regardless of their role in the incident.

Proposed Steps:

- The West Island Career Centre anti-violence/anti-bullying plan will be reviewed annually, and all staff members are reminded that every incident and subsequent follow-up must be kept confidential.
- All reports of bullying and/or violence will be kept in a secure location under the supervision of the school administration.
- The above-named reports will be kept in a distinct file from the Cumulative File or Confidential File of an individual student.
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- All parties acknowledge that West Island Career Centre personnel are not obliged to share information about another student with anyone, other than staff and parents of that student in the case of a minor.

Supervisory or Support Measures for Victims, Witnesses and Perpetrators:

All members of the West Island Career Centre Community will be thorough in their treatment of reported cases of bullying or violence. They pledge to intervene in an appropriate manner, request the intervention of school administration if necessary and report the incident, as per the process described on page 4 of the plan.

Proposed Steps (Victim):

- The severity and frequency of the incident(s) will be determined through a discussion with the student. This can be done by a teacher, administrator, or another staff member with whom the student is comfortable talking.
- When deemed necessary, a West Island Career Centre staff member will conduct scheduled follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student. The degree of support offered at these meetings and their frequency shall depend upon the feedback from the victim regarding the current circumstance.
- In all cases, a determination will be made as to which members of the school staff must be made aware of the incident, to ensure that the student is safe.
- In some cases, the school team may suggest a referral to the school social worker or make a CSSS referral for victim services.
- The West Island Career Centre team may suggest specific therapeutic intervention after consultation with professionals from the Student Services Department of the Lester B. Pearson School Board.
- In all cases, victims of bullying or violence should have a reasonable expectation of feedback from WICC, in a timely manner, so as to guarantee a sense of safety and security in the school.

Proposed steps (Bystander):

- Following the incident, an intervention may be held with any bystanders to determine their role in the incident. If the incident witnessed is severe, bystanders can be met, in a group or individually, to debrief the event, discuss their role and to determine more appropriate actions in the future.



Supervisory or Support Measures for Victims, Witnesses and Perpetrators: (continued)

- Consequences are applied, if appropriate, for students who are actively involved in encouraging the incident.

Proposed Steps (Perpetrator):

- The initial intervention with the perpetrator is managed by the West Island Career Centre staff member who intervened, and the incident is reported to the Administration.
- The staff member who intervenes or is told of an incident, makes a report to the administration. Once an investigation has been completed and the incident is confirmed to be bullying and/or violence, the West Island Career Centre Director, or delegate, meets with the perpetrator. The perpetrator is told of the report, discusses the incident and is given a consequence.
- In cases where it is deemed necessary and appropriate, West Island Career Centre may refer the perpetrator to support services available to the school.
- If deemed necessary, the perpetrator will report to the administration for follow-up discussion concerning the incident in question.
- Intervention with a perpetrator of an act of violence or bullying at West Island Career Centre may include a therapeutic intervention as a means of support and if appropriate referral to outside organizations such as CSSS.

Supervisory or Support Measures for Victims, Witnesses and Perpetrators:

The West Island Career Centre Community is committed to applying fair, consistent and appropriate sanctions where it has determined that acts of bullying or violence have taken place. These sanctions will always be applied with the understanding that the long-term objective is for rehabilitation and reintegration but that the safety of the whole school will never be subordinate to that objective. "Any disciplinary action must be fair, equitable and consistent with the general aims and goals of education. Whenever possible, disciplinary action should allow for effective learning."

LBPSB Policy on Safe and Caring Schools, Section 3, November 2008, p.9.

Proposed Steps:

- The perpetrator will be spoken with in an attempt to resolve the situation. A report goes to the Centre Director.
- West Island Career Centre staff members may request that the perpetrator leave the area while the initial investigation is being carried out.
- The perpetrator may be asked to attend mediation if deemed appropriate.
- Referral for an anger management program.
- Referral for outside services.
- Suspension with a re-entry meeting prior to returning to WICC. A student contract is developed for the student clearly outlining expectations.
- Removal from their program.
- Involvement of the Police.
- Expulsion from the school and/or the school board.
- In all instances these measures are applied at the discretion of the Centre Director or his/her delegate, considering the circumstances and severity and number of offenses.
- All disciplinary measures included in the school's Code of Conduct must be in alignment with the LBPSB Safe and Caring Schools Policy.



Required Follow Ups:

The West Island Career Centre Community recognizes that once the initial investigation and response process has been completed, supervisory or support measures may need to be put in place for the perpetrator, the victim and, when deemed necessary, the witnesses to an act of bullying or violence. The extent of these follow-up measures will depend upon the nature of the incident and the degree to which it is believed that long-term intervention is necessary.

Proposed Steps:

- When needed, West Island Career Centre will have ongoing discussion with the victim even after the initial investigation and intervention have ended.
- Should it be considered necessary, West Island Career Centre will have a follow-up discussion with any witness, supporting the action taken by the witness if a report is made.
- West Island Career Centre will not be indifferent to instances where witnesses to acts of violence or bullying fail to intervene or report such incidents. In such cases, West Island Career Centre ensures that the bystander is aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
- West Island Career Centre will meet with the perpetrator to discuss further sanctions and further consequences if another act occurs.



ABAV Report Form			
Perpetrator name:		Victim Name:	
Department:		Witness:	
Location:		Reported to Police?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Incident	<input type="checkbox"/> Verbal <input type="checkbox"/> Physical <input type="checkbox"/> Cyber Bullying	Resulting in Injury or Property Damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Event			
Submitted by:		Date:	
Received by:		Date:	