



NORTH STAR ACADEMY LAVAL

ACTION PLAN AGAINST BULLYING & VIOLENCE

GUIDE FOR STUDENTS, PARENTS AND SCHOOL STAFF

*North Star Academy Laval
is Speaking Out!*



NORTH STAR ACADEMY LAVAL
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1. INTRODUCTION

GOAL

The NSAL Anti-Bully and Anti-Violence Plan is aimed at preventing and putting an end to all forms of bullying and violence and, more specifically, at making the institution a healthy and safe learning environment, so that every student attending it can develop their full potential, free from any form of bullying or violence. This also applies to teachers and all school personnel.

The Anti-Bullying and Anti-Violence Committee has been established to promote a safe, inclusive, and respectful learning environment where all members of the school community are protected from bullying, harassment, discrimination, and violence. The Committee will provide oversight, guidance, and support in the development, implementation, and monitoring of the school's Anti-Bullying and Anti-Violence Plan. The committee meets 3 times per school year.

Any incidence of bullying (online, physical, verbal, racial), or sexual violence and any event that could occur in the school bus - is unacceptable. Every person in our school should treat others how they want to be treated, with equality and respect!

We, at North Star Academy Laval want to show everyone involved in our school that we care...we are a family.

Speak up if anyone has ever made you feel this way or if you've witnessed anyone making anyone else feel this way!

We can protect you at North Star Academy Laval. Our Anti-bullying and Anti-Violence Committee and staff are committed to keeping you safe.



Any report or complaint will be handled confidentially.

CONFIDENTIAL



The Quebec Education Act outlines the contributions of all stakeholders, including students, parents, staff, governing board and the school board, regarding their responsibility towards the elimination of bullying and violent behavior in the school community. Articles 63.1 of the Education Act outline the school's responsibility to develop, implement, and review an anti-bullying and anti-violence plan in collaboration with school staff on an annual basis. This plan, as outlined on the following pages, must be approved by the governing board and reported on annually.

North Star Academy Laval is committed to working towards eliminating all forms of bullying and violence in its community and to regularly measure its school climate as it relates to these issues.

North Star Academy Laval is a school with 18 years of tradition and pride and is currently comprised of close to 140 students as well as 15 faculty and staff members. North Star Academy Laval strives for excellence in all areas of school life. The school is committed to creating a safe environment at this small Family School. Our goal is for all students to learn and develop into contributing members of society. We aim to provide students with opportunities that allow each of them to reach their personal, academic, and physical potential.

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2. DEFINITIONS

CONFLICT

Defined as a misunderstanding or disagreement between two or more individuals who do not share the same point of view, values or interests. There are no victims, even if the individuals may feel like they are losing. A conflict may be resolved either through negotiation or mediation.

VIOLENCE

Is 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.

BULLYING

Is defined as any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including online, 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.

SEXUAL VIOLENCE

Refers to any form of violence committed through sexual practices or by targeting sexuality, including sexual assault. It also refers to any other misconduct, including that relating to sexual and gender diversity, in such forms as unwanted direct or indirect gestures, comments, behaviours or attitudes with sexual connotations, including by a technological means.



3. A SITUATION ANALYSIS:

BULLYING & VIOLENCE

At NSAL we continuously work on sensitizing our students against bullying. We explain to them how to be active witnesses, how to act and where to go should an incident arise. The collection of data, tool(s) used to produce the overview and information gathered includes, but is not limited to, the following:

- Data is collected throughout the year on an on-going basis as the needs arise.
- Number of infractions, behaviour reports, and suspensions
- Group discussions in class
- Moderated and structured discussions during themed workshops
- Daily observations and analysis from teachers and the counselor
- Confidential mailbox for students to report incidents or suggestions
- CROP Survey of parents

Using our findings, we will determine which adjustments or changes need to be made to the plan to ensure that students feel safe and know that when an incident is brought to the attention of the school, it will be resolved quickly, confidentially and with empathy.

SEXUAL VIOLENCE

Our priority is to continue to provide safe spaces for our students to come forward. We can only resolve issues that we know about, so it is important for the victim and the witnesses to have opportunities to speak freely without fear of consequences or retaliation from the instigator.

VIOLENCE BASED ON DISCRIMINATION

To determine whether bullying or violence was based on motives related to skin colour and ethnic or national background, we will track the number of these incidents and do a comparison from year to year. We will analyze the observations and feedback from students and personnel. NSAL has a diverse student body, and our actions must ensure that everyone has a voice and that the implementation of our plan promotes fairness and equity for all.

At NSAL we believe that it is important to be proactive and so we ensure that our teachers continue to discuss social issues and respect for others as part of their classroom teaching. We provide resource materials for teachers. We organize workshops, assemblies and guest speakers to combat stereotypes in a manner that is transparent. We have incorporated the principles of good global citizenship throughout the curriculum and continue to celebrate our diverse community through events such as Black History Month, International Day and Anti-bullying campaigns.



4. PREVENTATIVE MEASURES

BULLYING & VIOLENCE

At North Star Academy we take preventative measures on numerous levels to ensure that an anti-bullying mindset is a way of thinking every day. We ensure that we stress the importance of accepting others, being non-judgmental and showing care and compassion always. Our staff is constantly on alert for any warning signs which may be witnessed on site. We also exhibit posters and other anti-bullying publishing when and where necessary. Our students are also encouraged to be on alert for each other and we do communicate with them to make sure they can help positively with anything they may have seen that could help deal with a situation. We make sure that all students are aware of all the details in our code of conduct. Different social activities are done to help the students to connect and to accept each other. Our active supervision is our most effective strategy to creating a safe environment. School security cameras are installed in the halls to be able to ensure the students safety.

NSAL holds firm in its belief 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.

The following are the current preventive measures to end all forms of bullying and violence, including those motivated by racism and homophobia or targeting sexual orientation, gender identity, disability, or physical characteristics:

- The NSAL Code of Conduct is distributed to all students and parents at the beginning of each school year. Parents must sign that they have read the document with their child.
- The NSAL Code of Conduct will be reviewed, and prevention measures will be discussed with students at the beginning of the school year during student assemblies.

NSAL will promote the MEQ's goals and objectives on bullying through its courses, and other learning situations such as:

- Extracurricular activities that take place during lunch and after school.
- Role-playing workshops that take place in our English and CCQ classes during Anti-Bullying Week and at the beginning of the school year.
- The buddy system approach, which includes mediation, conflict resolution, and peer tutoring programs.
- During Anti-Bullying Week, students make a commitment and participate in the Pink Shirt Campaign.
- Anti-bullying workshops presented by guest speakers.
- We will continue to supervise all areas in and around the school to minimize any acts of bullying and/or violence.
- We will continue to implement anti-violence and anti-bullying programs throughout each school year.
- We will continue to encourage and support mentoring programs between grade levels to promote positive peer relationships.



- We will continue to encourage and support community programs, such as Kids Help Phone, and activities that promote a sense of belonging and unity among the student body.
- Counseling and guidance services will continue to be offered to identified students as a proactive approach to reducing bullying and violence.
- The use of a House System (dividing all students into 4 mixed-level teams) to create a sense of community will continue to be encouraged.
- Presentations by external organizations on the theme of combating violence or bullying will be organized.

SEXUAL VIOLENCE

At NSAL, we believe that knowledge is power and so we equip our students with the tools to recognize situations of sexual violence. Students engage in presentations and workshops from specialized organizations in addition to exploring issues in the CCQ course as well as various themes through literature in English Language Arts and French.

VIOLENCE BASED ON DISCRIMINATION

At NSAL, we celebrate the diversity of our student body. It is through awareness, dialogue and shared experiences, both in and out of the classroom, that we can prevent discrimination based on skin colour and on ethnic or national background. Therefore, we all work to ensure a positive intercultural climate by organizing sensitivity workshops, addressing issues through the curriculum and providing safe spaces for students to come forward.



5. COLLABORATION BETWEEN THE SCHOOL AND THE PARENTS

To involve parents and encourage them to collaborate, parents are required to read our Code of Conduct, and they are welcome to provide feedback. The Code of Conduct and Anti-Bullying and Anti-Violence Plan documents are emailed to parents as part of our Welcome Package and Back to School Package. They are also posted in the Parent Portal and on our website for the duration of the year. We also address strategies and issues at Curriculum Night, and parents have accessed our counselor

Parents are emailed a school contract upon acceptance to the school which contains the procedure for processing complaints. Renewal of contracts is sent in the spring and new contracts are sent throughout the year through the admissions process. A letter is also emailed to parents and students informing them of the possibility of filing a complaint under the complaint processing procedure.

Information on how to recognize sexual violence, bullying or violence based on motives related, in particular, to skin colour and ethnic or national background, will be emailed to parents and included in our Anti Bullying and Anti-Violence Plan. In addition, parents will receive updates regarding workshops given to students on this topic. The information will be addressed at the opening speech during Curriculum Night. Parents will be encouraged to contact our counselor with any concerns, questions or observations.

The document informing the students and their parents of the possibility of making a report or filing a complaint concerning an act of sexual violence to or with the regional student ombudsman will be available on the parent and student DASH Portal. This document, provided by the National Student Ombudsman, will explain who may file a complaint and how that right is to be exercised, will be available on the school's website. The poster will be placed outside the principal's office.

6. HOW TO REPORT

REPORTING – WHAT TO DO?

All stakeholders in the NSAL community are encouraged to report all incidents they may see or hear about that can potentially lead to bullying, online intimidation or to violence.

- Stakeholders may complete the Student Bullying Report Form. The report may be submitted to the school office, the principal, the counselor or emailed to the Anti-Bullying and Anti-Violence Committee at speakingout@northstaracademy.ca.
- In addition, the person filing a report may choose to contact an administrator or staff member directly.

The reporting form is included in the Anti-Bullying and Anti-Violence Plan which is emailed to parents and available on the DASH Portal. The form is also posted on the Information tab in DASH and available at the Administration office or from the Anti-Bullying and Anti-Violence Committee. The procedures will be shared at Curriculum Night and during Parent-Teacher Conferences if needed.



7. ACTIONS TO TAKE

A staff member in charge who has witnessed the event must consider all sides of the story to be sure no bias is applied. The parents will be advised of the incident and what has transpired according to the individuals involved and then further updated as things progress. We will continue to speak with any relevant witnesses to see if there is any additional information to take into consideration. The victim will be met frequently to ask him/her how he /she is feeling and to make sure the victim does feel safe and to reassure him/her that we are going to do the proper follow up by meeting him/her and making sure the issue is completely resolved and the behavior is corrected.

Serious guidance sessions are booked with the witnesses as well, offering all the services they require to make them feel supported and heard. The instigator will be given a reflection document as well as be guided to write an apology letter. The consequences of the action will be applied on a case-by-case basis depending on the severity of the incident. The main goal is to correct the behavior of the instigator and uncover any hidden issues and address them in positive ways.

8. CONFIDENTIALITY

To protect confidentiality, all meetings take place in a conference room behind closed doors and away from classrooms and any common student area. Only the key people involved with the incident, and those who can provide specific support, are informed of the situation. The names of the parties involved are protected as much as possible and are referred to as the instigator, the victim, and the witness. Information on the nature of the actions or measures taken by or toward the student who is the instigator may not be sent to the parents of the student who is the victim. Any written reports are secured in a locked file.

9. SUPPORT MEASURES

THE VICTIM & THEIR PARENTS

NSAL is committed to ensuring that the following undertakings will be carried out toward the student who is the victim and their parents:

- The parents will be advised of the incident and what has transpired according to the individuals involved and then further updated as things progress.
- The victim will meet frequently with a counselor or administrator to ask him/her how he /she is feeling and to:
- Ensure that the victim is not feeling isolated.
- Ask if the situation is gradually getting better.
- Make sure of the security of the victim
- Reassure that meetings will continue until the issue is completely resolved.
- Parents will be notified immediately of any changes and updates to the situation. Parents may also request a meeting with the counselor and/or administrator.



THE INSTIGATOR & THEIR PARENTS:

NSAL is committed to ensuring that the following undertakings will be carried out toward the instigator and their parents:

- The parents will be advised of the incident and what has transpired according to the individuals involved and then further updated as things progress.

We will work with the instigator by:

- Reminding the instigator of the code of conduct and all the values of our school environment
- Making sure the instigator realizes the impact of their behavior
- Ensuring that the instigator is not feeling isolated, rather that they feel assisted in correcting the behavior.
- Applying our preventive measures including activities, support, consequences etc.
- The instigator will be given a reflection document as well as be guided to write an apology letter.
- The consequences of the action will be applied on a case-by-case basis depending on the severity of the incident. The main goal is to correct the behavior of the instigator and uncover any hidden issues and address them in positive ways.



10. DISCIPLINARY SANCTIONS

The child who has been found to be the instigator in the situation will have ample time dedicated to him to further investigate the situation to better understand the details of what has happened. Often the student is not aware of the effect of his actions and so it is crucial that time is spent to help him better understand this and furthermore to redirect his focus to fit with the overall theme of the Academy. Whether it is a verbal or written warning, or if further action is required, a step-by-step approach is taken, and the parents will also be contacted and met with and informed of the process in full. This meeting will be with the student, parents and the person in charge at the Academy. The student will have time to reflect on their actions in writing and also to write a formal apology to the student who was negatively affected. Again, follow up will be had at 1 day, 1 week and 1-month intervals to ensure the progression is moving appropriately. The student will be positively motivated and encouraged to maintain confidence levels and not make the student feel isolated.

Intimidation (bullying) and violence of any nature constitute unacceptable behavior and are always forbidden in the school environment. Intervention and penalties are mandatory.

Any student who adopts this behavior is liable to the following penalties, as determined after assessing the situation (duration, frequency, intensity, gravity, legality):

- End of activity
- Apology
- Withdrawal from activity
- Meeting with school administration with or without parents
- Giving back to the school (cleaning up, helping with paper work, set up, etc...)
- Internal or external suspension
- Expulsion
- Referrals to internal or external services
- Probation
- Anger Management courses
- Detention
- Any other disciplinary measures that are appropriate for the situation
- Police report

Please note that nothing in this policy shall be interpreted in a manner inhibiting an administrator's use of their best judgement and discretion consistent with providing a safe and caring learning environment.

These sanctions are put into place to protect our school's Code of Conduct.



11. INTERVENTION PROTOCOL FOR SEXUAL VIOLENCE

SCHOOL'S RESPONSIBILITY:

If there is reason to believe that a child under the age of 18 is subject to or at risk of sexual abuse, the law states that the school must inform the *Directeur de la protection de la jeunesse* (DP - Batshaw) without delay. The report is to be made even if means can be taken by the parents to put an end to the situation.

PROTOCOL FOR SEXUAL ABUSE AT SCHOOL:

Once the school has taken steps to intervene, has stopped the situation, separated the victim and instigator, and put temporary safety measures in place, the following steps will take place.

1. An administrator will meet separately with the students involved (witnesses, victims, instigators) to document the situation: nature of the event, its seriousness and the people involved.
 - The administrator will follow the protocol for the PROGRAMME SEXTO concerning sexual abuse in connection with images, photos or videos.
 - The administrator will inform the student victim of their right to file a formal complaint. The student may choose to file the complaint DIRECTLY to the PROTECTEUR RÉGIONAL DE L'ÉLÈVE.
2. If the student or school decides to file a criminal complaint, the administrator will immediately stop the investigation so as not to harm or interfere with the police investigation.
3. The administrator will assess the legality of the act and the risk to reoffend. The administrator will evaluate whether the intervention should be managed by the school or referred to an outside party. For example, if the image shows a naked person or a person exposing their genitals or a sexual act, contact the police immediately.
 - For situations that do not appear to be criminal offenses, but which impact or cause harm to the victim, the school will intervene, and the consequences and/or resolution must satisfy the victim and the instigator.
4. The administrator will assess the circumstances: accidental or deliberate.
 - The following factors should be considered: age of students, age difference between students involved, students with special needs, presence of threats or constraints, frequency or recurrence.
5. The school will inform the parents and include them in the support measures, consequences and resolutions.
6. Establish support measures and/or sanctions/consequences.
 - It is important for the school to put in place support measures for the victim, witnesses and instigator. Students will be required to meet with the school's Social Counselor.



7. Follow Up: An administrator will contact the families at the times listed below to check on the state of the student at home.
 - Next day (24 hours)
 - One week
 - On month
 - In accordance with the Youth Protection Act, any personnel member is required to immediately report to the DYP any situation covered by the YPA that involves minors, including situations of sexual abuse. Furthermore, any person, regardless of their role, is required to immediately report to the DYP any situation of sexual abuse or physical abuse. The confidentiality of the identity of the persons who report a situation to the DYP is guaranteed.
 - In the case of a complaint concerning an act of sexual violence, the designated person 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 designated person also informs their parents of that option, and if the student is 14 years of age or over, the designated person may also inform their parents of that option, with the student's consent.

12. FOLLOW UP

Before a situation is considered resolved, we ensure that all steps have been taken and that positive movement has been made. Again, the parents will be notified of all steps by the end of the day even if the information is not completely collected yet. We inform them about what we have and that we are going to call again tomorrow when we have all the versions and of the result as well. Follow ups are made after 1 day, 1 week and 1 month to make sure that the issue is being or has been resolved. Everything is documented in a very confidential manner and then finally, the parents of all parties will be recapped as to what has transpired in full.

13. GENERAL INFORMATION

WHAT TO DO IF YOU ARE BEING BULLIED

- Talk to someone who you trust that can help the situation (parent, teacher, principal, etc....)
- Talk to the Anti-Bullying and Anti-Violence committee
- Try to ignore or walk away from the bully.
- Confront your bully. Ask them to stop. Walk away.
- Send the Anti-Bullying and Anti-Violence committee an email at speakingout@northstaracademy.ca (remember the reporting will remain confidential)



PARENTS OF A STUDENT VICTIM

HOW TO RECOGNIZE THE SIGNS IF YOUR CHILD IS BEING BULLIED?

A victim of intimidation or bullying will not necessarily be evident with physical injury.

1. Does your child seem anxious or depressed (ex. sad, unhappy, vague, easily annoyed, hopeless, etc.)?
2. Has he or she suddenly lost interest in favorite activities?
3. Is he or she suffering from low self-esteem?
4. Is he or she afraid of going to certain places, such as school or the mall?
5. Has your child suddenly stopped using the Internet?
6. School grades have lowered for no reason.
7. Does your child often complain of feeling ill and doesn't want to go to school?
8. Has he or she expressed suicidal thoughts or the urge to drop out or to run away?

IF YOU ARE A CONCERNED PARENT, YOU MUST DO SOMETHING.

- Stay calm; provide your child with comfort.
- Take the time to listen.
- Ask the child to describe the incident in detail (you can take notes).
- Don't blame him or her.
- Be reassuring and show the child you're on their side and will help them take action.

HOW SHOULD YOU INTERVENE ON BEHALF OF YOUR CHILD?

Act immediately!

- Speak to someone at the school or email Nelly.Sater@northstaracademy.ca who can help your child resolve the problem.
- Encourage your child to identify his or her aggressor(s). (Tell your child that there is nothing bad about naming names, that it takes courage to do this and is necessary to fix the problem and that any report will remain confidential)
- Show that you're on their side and you're going to help your child to find a solution.
- Tell your child to avoid any acts of vengeance.
- If possible, encourage the child to stick to friends he or she can rely on. (As part of a group, he or she is less likely to be bullied and will more be capable of defending himself or herself.
- Whenever possible, recommend avoiding places that are convenient to bullies.
- After a few days, check in with your child in terms of reoccurrences and get back in touch with the interveners previously contacted (if required).
- If the situation causes distress in the daily functioning of your child, ask for a meeting with the school administration to discuss the situation.
- Don't wait for the situation to go away.

At any time, you can contact the school administration to report an incident, whether your child is involved or not.



WITNESS

- Witnesses are often involved in situations of violence or bullying.
- In some cases, witnesses can experience long-term effects like those experienced by the victim. They can feel angry, ashamed, guilty and powerless.
- Some witnesses can fear being associated with the victim (being an accomplice, being provoked into participating in violence, or being called a snitch.)

Given the fact that witnesses play a key role in how situations of violence or bullying develop, making all young people aware of the importance of denouncing acts of violence and bullying should have a positive effect on our ability to deal with this issue.

WHAT TO DO IF YOU ARE A WITNESS OF SOMEONE BEING BULLIED:

- Inform someone who you trust that can help the situation (parent, teacher, principal, etc....)
- Talk to the Anti-Bullying and Anti-Violence Committee
- Send the Anti-Bullying and Anti-Violence Committee an email at speakingout@northstaracademy.ca
- Try to stop the bully by letting them know it's not cool to hurt someone.
- Become friends with the victim and let them know you are on their side.
- Fill out a report which can be found in DASH or with the administration at the school.

Remember you are not “snitching” you are putting a stop to a negative behavior

It has been shown that witnesses are present in 88% of bullying episodes and that bullying stops in under 10 seconds in two thirds of the situations in which a peer intervenes directly. (Hawkins, Pepler and Craig, 2001)

HAVE YOU WITNESSED SOMEONE BEING BULLIED?

What can you do to make it stop?

Your reactions can encourage or discourage the bully. If you stand by as a spectator, you are part of the problem and can make the situation worse. You have a big responsibility if you witness bullying!

- **Do something- Be part of the solution** (rather than just standing by and watching). If you feel safe, tell the bully to stop or defend the person; otherwise, go and look for an adult. If you don't do anything when someone bullies someone else, you are simply encouraging the bully to think it's OK to continue.
- **Don't be afraid to be considered a 'snitch' when you report bullying.** A 'snitch' is not someone who steps in when another person is in harm's way. When you tell an adult that a friend or someone you know is being bullied, you HELP victims and you contribute to protecting them.



- **Show support.** Comfort the person being bullied. Show the victim that you support him or her and that you're on their side and that you don't agree with what's happened. Offer assistance to the victim or invite them to activities at school or outside of school hours or invite them to join you and your friends.
- Never encourage anyone to bully someone else. You are just as much the bully!
- Do not share private information with other students; instead talk to an adult.
- Fill in a Report Form or help the victim fill the report.

PARENTS OF A STUDENT WITNESS

Has your child witnessed an act of bullying?

If your child confides in you about a bullying incident, it's important to reassure them that he or she has a big role to play when it comes to helping a victim.

Listen carefully and give advice on what to do next:

- Explain to the child that bullies need an audience. By acting alone, they have less power.
- Remind them that their reactions can either encourage or discourage the instigator.
- Point out that he or she can intervene directly if he or she feels safe, or, if they don't feel safe, they can always get an adult.
- Remind them the importance of reporting the incident. Make your child understand that you're not a 'snitch' if you help someone in trouble.
- Tell them they can also confide in a trusted adult at the school.
- Tell your child that they should remind the victim to report the incident to the school.
- Remind them to be there for the person. Offer the victim to hang out with them.
- Tell your child to always refuse to post or to send any image, video or message that is hurtful to somebody.
- Remind them of the importance of taking an anti-bullying stance on anything they witness, even if it seems harmless or doesn't affect them directly.
- Tell them they can fill in the Student Bullying Report Form that can be found in DASH or help the victim fill in the report.



PARENTS OF A STUDENT INSTIGATOR

Recognize the signs when your child acts aggressively

Intimidating behaviour can be prevalent among children from all backgrounds, ages and gender. It is important to recognize the tell-tale signs if you want to stop this behaviour.

Remember the same child can also go from being a victim to be an instigator.

These can be signs of aggressive behavior:

- Child needs to dominate.
- Child lacks in interpersonal skills.
- Child believes that the aggression is a good way to settle a conflict.
- Child sees hostility where there is none.
- Child expresses a lack of remorse and has difficulty expressing regret.
- Child puts on a brave face of being self-assured and overly confident.

Listen to others (school staff member, another parent or a fellow student) who tell you that your child's being too aggressive

It is your responsibility to help your child to stop the bullying!

- Discuss the impact on the victim. Make your child understand how the other person feels.
- Give them different methods to express what they want in more appropriate ways and give your child ideas as to how they might express their feelings without harming others.
- Explain the gravity of the act and the consequences of their action or words.
- Explain to your child what might happen to them if they continue to act aggressively (suspension, expulsion, complaints to police, going to court).
- Contact the school to report the intimidation and to receive specialist support for your child.
- Collaborate with the school staff to resolve the matter quickly.
- Don't hesitate to ask for professional help to help you in this situation (CSSS, psychologist, etc.).
- Keep calm and listen to what your child's explanation of their wrongful act.
- Make them understand that you take the situation very seriously.
- Impose a disciplinary consequence that you feel suitable.
- Offer your child any help they may need.
- Discuss examples of intimidation that can be seen on TV, in a movie, a video game, etc.
- Remind the child that it is important to respect other kids, despite their differences (e.g. sexual orientation, race, physical size, appearance, etc.).
- Spend more time with your child and oversee any activities.
- Try to know who his or her friends are and how they spend their spare time.
- Book an appointment with the Guidance Counselor if needed.



ONLINE BULLYING

Online bullying can be manifested via the following behaviors: threats, insults, rumors, identity theft, harassment, discrimination, slander, backstabbing, filtering or online blocking, provocative cell phone messaging, posting fights or incidents on social media, inappropriate messages or photos with or without permission, intent to 'out' one or other persons.

- The virtual world is accessible at any time and from just about any place.
- Allows the immediate distribution of words and images, which is unlimited and irreversible.
- It can occur in a secretive manner and forego the supervision of parents, teachers and other responsible adults.
- The instigator can deny the facts and not acknowledge his/her actions. Thinks he/she can remain anonymous.
- Promotes depersonalization and lack of empathy: being in front of a computer screen enables the instigator shows less restraint than if he/she was face-to-face with the victim and cannot see the effects of his/her actions.
- Can pretend to be another person
- Can react spontaneously without taking time to reflect or making a better decision before acting.

If you find out that your child is involved in online bullying:

- Explain that online is a public place; it is accessible to all.
- Oversee your child's online activities and encourage more positive interactions.
- Put the computer in a common area.
- Impose a disciplinary consequence that you deem appropriate for the situation (take it away)
- Teach your child to respect others, even online.
- Remind your child to never to post a message or picture that he or she wouldn't say or show to another person.
- Explain to the child that spreading rumors, revealing personal information and posting photos or videos without authorization is illegal and can also be just as harmful as physical injury.
- Point out that it's important to respect the private life of others; you shouldn't access their computer, iPad, cell phone, etc.
- Explain to your child what might happen to them if they continue to act aggressively in online (school suspension or expulsion, complaints to police, going to court).



Methods to protect your child from online bullying.

- Encourage your child to keep in touch with friends in the real world.
- As best as you can, keep an eye on your child's online activities.
- Put the computer in a common area in the house.
- Check if your child is afraid to go on the Internet or if their online access suddenly stops.
- Recommend avoiding places that are convenient for online bullies such as chat rooms, online games, etc.
- Educate your child. Remind them to never allow someone to take incriminating pictures of them or to never send intimate pictures of themselves; even to their significant other.
- Tell them to stop responding to any messages of intimidation. The online bully wants the victim to respond.
- Tell them to avoid sending an insulting or menacing reply. It could come back to haunt you.
- Inform them they can block the address contact information of anyone threatening you.
- Encourage them to talk about the situation with an adult.
- They can track the address(es) where the threatening messages came from.
- Demand to save all the threatening messages that you receive, whether by email, text or instant message.

If you believe that the safety of your child is threatened or that he or she is a victim of a criminal act (harassment, sexual assault, threats, extortion, etc.), do not hesitate to contact the police. This is a recourse always open to you, whatever the steps the school has taken to counteract the bullying.

What should you do if you know about a case of online bullying?

REACT by reminding the bully it's wrong.

REFUSE to pass along or resend an image, video or message that is offensive to someone.

SAVE threatening messages as proof of what you have seen.

REPORT the incident to the Anti-bullying in person or via email. They will contact the parents and they will decide if this should be reported to the police.



BILL 56

Did you know there was a bill passed to prevent and stop bullying?

BILL 56: AN ACT TO PREVENT AND STOP BULLYING AND VIOLENCE IN SCHOOLS

In order to make the various players more accountable with respect to bullying and violence in schools, on June 12, 2012, the National Assembly passed Bill 56, *An Act to prevent and stop bullying and violence in schools*, which involves various amendments to the *Education Act* and the *Act respecting Private education*. Bill 56, which was tabled in the National Assembly in February 2012 by the Minister of Education, Recreation and Sports, specifies the duties and responsibilities of the relevant school stakeholders and their partners. It also stipulates that school boards must see to it that each of their schools provides a healthy and secure learning environment that allows every student to develop his or her full potential, free from any form of bullying or violence.

Amendments to improve the Act were made following special consultations over the last few months and detailed consideration in the Committee on Culture and Education. Bill 56, *An Act to prevent and stop bullying and violence in schools*, makes it possible to achieve the following objectives:

- to define what constitutes bullying and violence in schools after consulting with experts in the field
- to define the responsibilities and duties of students, parents, school staff, school principals, governing boards, school boards and the student ombudsman; this is now regarded as a collective and shared responsibility
- to call to account a student who has committed an act of bullying, and that student's parents
- to require that every public and private educational institution adopt and implement an anti-bullying and anti-violence plan
- to require that every school principal set up an anti-bullying and anti-violence team and designate a school staff member to coordinate its work
- to require that every school board enter into an agreement with:
 - each authority responsible for a police force in its territory, to determine how the officers of that police force will intervene in an emergency or when an act of bullying or violence is reported to them
 - an institution or another body in the health and social services network for the provision of services to students after an act of bullying or violence is reported; the school board may also enter into an agreement with a community organization
- to require each school board to state, in its annual report, the nature of the complaints reported to the director general by the principal, the corrective measures taken and the proportion of these measures for which a complaint was filed with the student ombudsman



In addition, the anti-bullying and anti-violence plan adopted by every public or private educational institution must, among other things:

- include prevention measures to put an end to all forms of bullying and violence based, among other things, on racism, sexual orientation, sexual identity, homophobia, a disability or a physical characteristic, as well as prevention measures to encourage the collaboration of parents in putting an end to bullying and violence and in creating a healthy and secure environment
- establish procedures for reporting or registering a complaint concerning an act of bullying or violence, or for reporting the use of social media or communication technologies for online bullying purposes
- specify the actions to be taken when an act of bullying or violence is observed
- define the supervisory or support measures to be provided to any student who is a victim of bullying or violence, as well as supervisory or support measures for the instigator or anyone witnessing an act of bullying or violence
- determine specific disciplinary sanctions for acts of bullying or violence depending on the seriousness and frequency of these acts
- specify the required follow-up on any report or complaint concerning an act of bullying or violence

Bill 56 is part of the [government strategy to get all Quebeckers to join the fight against bullying and violence in the schools](#), introduced by the Minister of Education, Recreation and Sports on February 12, 2012. This strategy is made up of four components: mobilization, communication, legislation and action.

VICTIMS

Have you been a victim of bullying sexual violence, or discrimination?

What can you do to make it stop?

- Don't wait, it only makes it worse. Act right away - **MAKE A REPORT** or **TELL AN ADULT YOU CAN TRUST!**
- **Defend yourself!** Stay calm and do what you can do.
- **Stay with friends or be close to an adult.** As part of a group, you're less likely to be bullied and will be better able to defend yourselves.
- **Do something!** Bullying is serious and must **NEVER** be tolerated.

You're not a 'snitch' if you report bullying; you're someone who demands respect.

If ever you sense an immediate danger to your safety, that you are a victim of a criminal act or that someone is threatening you, don't hesitate one moment – someone can help you contact the police if necessary.



Are you being bullied on social media, by texting or cell phone?

How can you make it stop?

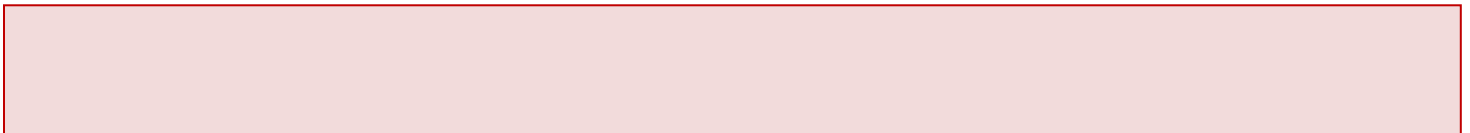
Protect yourself

- Keep your password a secret and give your phone number or your email address only to ones you trust.
- Refuse any invitation or request to be 'friended' that comes from an unknown source.
- Keep contact with your friends outside of the online world.
- Avoid places that are convenient for Online bullies such as chat rooms, online games, etc.
- Never allow someone to take incriminating pictures of you or never send intimate pictures of yourself, even to your boyfriend or girlfriend.
-

Act

- **STOP** immediately if you have received threatening messages; the bully wants you to respond.
- **AVOID** sending an insulting or menacing reply.
- **BLOCK** the address contact information of anyone threatening (you can delete or block individuals, addresses or numbers).
- **TRACK** the addresses where the threatening message came from.
- **SAVE** all the threatening messages that you receive, whether by email, text or instant message.
- **TALK** about the situation with an adult you can trust (e.g. Anti-Bullying and Anti-Violence Committee, parent, principal or teachers).

Remember you are not a "snitch" you are saying NO to disrespect!





CONTACT INFORMATION FOR HELP

NORTH STAR ACADEMY

Head of School	Josee Pepin	450-973-9797
Principal	Janice Ewanyshyn	450-973-9797
Discipline Coordinator	Nelly Sater	450-973-9797
Email Address	speakingout@northstaracademy.ca	

SEXUAL VIOLENCE

Centre d'expertise Marie-Vincent provides an advisory service phone line available everywhere in Québec at 514-285-0505.

TEL-JEUNES

Bullying, taxing, drugs, suicide. Tel-Jeunes is a free, confidential bilingual resource for young people throughout Québec. It is available 24/7. 1-800-263-2266

<https://www.teljeunes.com/en>

SUICIDE IS NOT AN OPTION. TEL-JEUNES

Call 1-866-277-3553 or text 535353

Unfortunately, bullying and violence are risk factors for suicide. If you are concerned, thinking about suicide, or if you'd like to know how to help a friend or sibling who you think is at risk, call 1-866 APPELLE (277-3553). You will be directed to a counsellor in your region. Please note that some regions may not provide service in English. In such cases, you will be redirected to an English-language suicide prevention service

www.aqps.info/besoin-aide-urgente/

This free, confidential helpline will connect you with a suicide prevention resource in your area any time, day or night, 7 days a week. You can also visit the Suicide Prevention Centre Web site in your area. The list of centers is available [here](#).



KIDS HELP PHONE

Kids Help Phone is Canada's only telephone and online counselling service for kids and teens. The support is free, anonymous and confidential. Professional counsellors are available anytime, day or night, 365 days a year, to help with any problem, big or small.

Call 1-800-668-6868 or Text 686868

<https://www.kidshelpphone.ca>

GAY LINE

Gay Line is a help line that provides information in response to questions regarding sexual orientation. The center's services are offered free of charge throughout Québec, 7 days a week.

(514) 886-5090 and the website www.caeoquebec.org

CSSS HEALTH AND SOCIAL SERVICES

Located in every region across Québec, the CSSS health and social services centers can help parents and young people deal with situations in which young people are being bullied.

<https://www.msss.gouv.qc.ca/>

9-1-1 EMERGENCY

For all urgent situations requiring immediate help, dial 9-1-1.

DIRECTORY OF QUÉBEC POLICE SERVICES

<https://www.securitepublique.gouv.qc.ca/police/bottin.html> (French only)

THE SÛRETÉ DU QUÉBEC

<https://www.sq.gouv.qc.ca/>
(Some information is available in English on this site.)



INFOCRIME

<https://www.infocrimemontreal.ca/en/>

RESPECTED: VIOLENCE & ABUSE PREVENTION

www.redcross.ca/what-we-do/violence-bullying-and-abuse-prevention

DIRECTOR OF YOUTH PROTECTION (DYP)

The Director of Youth Protection has a team of professionals who perform several roles:

- Receiving reports
- Deciding if a reported case must be evaluated
- Evaluating the situation
- Determining the measures to correct the situation
- Reviewing the child's situation

In collaboration with these social stakeholders, the evaluation and referral service has an educator staff member who has the power to intervene in family crises to provide educational support.

Report a situation to the DYP (Director of Youth Protection) Are you worried about a child?

The Youth Protection Act (YPA) sets out that children and youth aged 0 to 18 need protection when they experience one of the following six situations:

- Abandonment
- Negligence
- Psychological mistreatment
- Sexual abuse
- Physical abuse

When they have serious behavioural problems

The child's safety or development may also be considered compromised if the child runs away or is of school age and does not attend school or is absent from school for some reason.

How and when can I submit a report?

Call any time 24 hours a day, 7 days a week.
450-975-4000

Email: informations.cissslav@ssss.gouv.qc.ca



STUDENT BULLYING REPORT FORM

Once the report is viewed, someone from the Anti-bullying and Anti-Violence Committee will contact you to explain how we will help regarding the situation you saw. Students involved will not know about your Report since this information is strictly confidential.

Date: _____

Your name: _____ Level: _____ Witness Victim

Instigator's name: _____ Level: _____

Names of other witnesses: _____

Type of violence: (*can be more than one*) Physical Verbal Online Sexual Damaging of property

DESCRIPTION OF THE INCIDENT (please indicate the **persons involved as well as location, time and frequency**)

Has this type of incident already occurred? YES NO I don't know

If YES, indicate the number of times: (_____) and for how long? (_____)

Did you do something to stop the situation? YES NO If YES, what did you do?

We'll be in touch with you confidentially to get more information.

Office use only:

Received by: _____ Date: _____

Steps taken:

Police involvement: Yes No



NORTH STAR
ACADEMY LAVAL

Your Child's Success,
Our Priority.

950, rue Elodie-Boucher
Laval (Québec) H7W 0C6
T 450 973-9797
F 450 973-4463
NorthStarAcademy.ca
facebook.com/northstaracademy.ca

NORTH STAR ACADEMY ANTI-BULLYING CONTRACT



I, _____ promise to **never bully or hurt** any other student in this school. I **will speak up** if I witness someone else being bullied or hurt.

I understand that bullying is:

Signature
Student

Date

Signature
Discipline Coordinator

Date

Signature
Parent/Guardian

Date