



LESTER B. PEARSON
Verdun Adult and Career Centre



ABAV Plan

ANTI-BULLYING AND ANTI-VIOLENCE PLAN

Verdun Adult and Career Centre

2022-2023



Revision Date of Plan:

Governing Board Approval:

Signature Governing Board Chair

Signature Centre Director

A healthy and safe environment is conducive to learning and promotes student engagement. The implementation of an integrated, concerted, and motivating approach will facilitate the achievement of the objectives of the school's Educational Project.

GOALS OF THE ABAV PLAN

- In compliance with article 75.1 of the Education Act, this plan 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.
- The plan is designed to support the optimal conditions required to guarantee the fundamental right to dignity, equality, and integrity, while respecting the unique character of each individual.
 - Every student is entitled to a high-quality educational experience, affirming and free from discrimination, bullying, or violence based on perceived race, color, ethnicity, religion, language, gender identity, sexual orientation, ability, or ancestry. *
 - Every employee is entitled to work in an environment that is affirming and free from discrimination, bullying, or violence based on perceived race, color, religion, gender identity, sexual orientation, ability, or ancestry. *
 - Every visitor is entitled to participate in an environment that is affirming and free from discrimination, bullying, or violence based on perceived race, color, religion, gender identity, sexual orientation, ability, or ancestry. *

(*Extracted from Portland (Oregon) Public Schools *Anti-Racist & Anti-Oppression Learning Communities*, Board Policy 2.10.015-P. p.1.)

This ABAV plan specifically applies to the provision of support to students in this area. Issues related to staff conflict, harassment, discrimination, etc. are addressed in the [Lester B. Pearson School Board Policy on Safe and Caring Schools](#). Addendum I in that policy articulates the Code of Conduct for Parents/Guardians/Visitors.

Definitions:

Bullying: refers to any repeated direct or indirect behaviour, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress, injuries, hurts, oppresses, intimidates or ostracizes. (Article 13, EA)

Violence: refers to 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. (Article 13, EA)

MEMBERS OF THE SCHOOL/CENTRE'S ABAV COMMITTEE

We encourage the participation of multiple stakeholders in the school that represents various functions within the school team (teachers, support staff, daycare, SSD professionals, etc.)

Kara Woods
Michael Clark

1. ANALYSIS OF THE SCHOOL'S SITUATION

The ABAV plan must include an analysis of the situation prevailing at the school with respect to bullying and violence (art. 75.1, par. 1, QEA).

Objectives identified in the school's Educational Project

Improving achievement: Increase the number of students that pass the initial exam.

Ensuring wellness: Increase supports for students in difficulty or with specific needs.

Strengthening engagement: Implement strategies that encourage a school culture of professionalism.

To create an analysis of the situation the members of the ABAV team:

- Reviewed and analyzed the data related to bullying and / or violence at the school level.
- Referred to the School's Educational Project.
- Surveyed the staff on school climate.

The Verdun Adult and Career Centre pledges its support to the Lester B. Pearson School Board's Safe and Caring Schools Policy, with respect to school safety and security. To that end, the Verdun Adult and Career Centre 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 particular issues.

We uphold the responsibility to provide a safe and stimulating environment where every person can learn, have integrity, and is valued for who they are and who they can become. Our goal is that our students develop the professional and soft skills, attributes, ethics, and values, essential in preparation for a life and a career that nurtures equity, diversity, dignity, and inclusiveness for all.

The priorities identified were:

- Increase the percentage of students, teachers, and all staff who express feeling safe.
- Ensure the equity, diversity, dignity, and inclusivity for all.
- Develop a student survey that allows students to voice their feedback of their experience in school.
- Increase awareness and actions related to social justice.
- Increase relationships and partnerships with members of industry and the Verdun community.
- Ensure incidents of violence and bullying are recorded.

2. PREVENTION MEASURES

The ABAV plan must include 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 (art. 75.1, par. 2, EA)

Additionally, LBPSB sanctions its schools to carry out additional preventative measures to promote inclusivity and equity for all stakeholders.

The Verdun Adult and Career Centre holds firm in the conviction that education and dialog are 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 Verdun Adult and Career Centre Code of Conduct will be distributed to all students at the beginning of their program. The code will be discussed and reviewed with students during the first module by the teacher.
- The Centre Director will ensure all staff are informed of the rules of conduct, safety measures, and the anti-bullying and anti-violence measures and of the procedure to be followed when the act of bullying or violence is observed. (art. 96.21, Quebec Education Act)
- Promote in Centre activities and host presentations that represent and highlight our diverse population.
- Increase awareness and support of social justice issues affecting our school and our community.
- Provide continued teacher and staff professional development training on student specific needs.
- Implement models of universal designed learning (UDL) into lesson planning.
- Prioritize communications between student, teacher, and administration.
- Provide continuous awareness and access for additional physical and mental health resources available to students, teachers, and all the staff.
- Continued efforts in support of our partnership with the Dawson Community Centre.
- Promote programs through career fairs, guided visits, and information sessions for anyone looking to inquire about our programs.
- Encourage industry and community representatives to be guest speakers in our school.

3. MEASURES TO ENCOURAGE COLLABORATION

The ABAV plan must include measures to encourage parents to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure learning environment (art. 75.1, par. 3, EA)

Stakeholder collaboration and cooperation are critical to the success of any plan to eliminate bullying and violence in schools. It is critical that all stakeholders work with the school and engage in constructive dialogue.

“The Lester B. Pearson School Board believes that the school board’s administrators, staff, parents, right to be safe and secure is upheld.” - Introduction, LBPSB *Policy on Safe and Caring Schools*, November 2016, p3.

The following measures are aimed at encouraging stakeholders to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure environment:

- Upon request the ABAV Plan will be explained and made available to parent(s)/guardian(s) for students under the age of 18; it will be posted on the school website, under the tab ABAV.
- Ongoing communication between principal and / or their designate and parents/guardians of students under the age of 18 who are being bullied and those who are engaging in bullying behaviours will take place until the resolution of the situation.
- Periodic communication with students and in the case of students under the age of 18 with their parent(s)/guardian(s) will take place to ensure that measures taken have been successful and the bullying has ceased.
- Ensure students, teachers, and staff receive current information through the Centre’s website, email, and social media platforms.
- Ongoing collaboration and communications with Staff Council and Governing Board members.
- Ensure that policies and procedures of student code of conduct are continuously reviewed, understood, and distributed.
- Ensure guidelines and procedures are readily available to access on our website.

***For more information and additional resources, please refer to Appendix 1**

4. PROCEDURES FOR REPORTING OR REGISTERING A COMPLAINT

The ABAV plan must include procedures of 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 cyberbullying purposes (art. 75.1, par. 4, EA).

To report is to denounce bullying or violence in order to stop the situation and ask for help for yourself or for someone else. A report may be made by a student, parent/guardian, school staff member or other person.

All members of the Verdun Adult and Career Centre community are entitled to a safe, non-threatening and easily accessible process for reporting incidents of bullying or violent behaviour regardless of whether they are victims, witnesses, or a reporting party. It is understood that our process is designed to facilitate and encourage, not impede, the reporting of incidents.

Proposed Steps (Students):

- The Verdun Adult and Career Centre guarantees confidentiality for parties reporting incidents of bullying and/or violence.
- When an incident of bullying (including cyberbullying) or violence has occurred it needs to be reported as soon as possible.
- Any Verdun Adult and Career Centre student who witnesses an act of bullying or violence is responsible for reporting the event to a staff member, teacher, or administration.
- Once a student / staff member has made a verbal report of a bullying or violent incident, a written report of what has taken place will be documented and followed up by administration.

The incident can be reported in the following ways:

- Direct phone call or verbally in person to a school administrator
- By email to a school administrator
- Verbally or by email to the guidance counselor
- By email to vacc@lbpearson.ca
- Verbally or by email to any classroom teacher

5. ACTIONS TO BE TAKEN WHEN OBSERVING BULLYING OR VIOLENCE IN CENTRE:

The ABAV must include actions to be taken when a student, teacher or other school staff member or any other person observes an act of bullying or violence (art. 75.1, par. 5, EA).

Our Centre is committed to providing a safe, caring, and positive climate. School personnel must report and/or investigate all incidents of bullying and take appropriate action whether they personally observe incidents or learn of them by some other means. Reporting, investigation, and action must occur even if the victim does not file a formal complaint or does not express overt disapproval of the incident.

Our *Intervention Protocol* establishes practices and procedures for observed and reported incidents of bullying and/or violence. For purposes of this Protocol, “*Conduct*” may include:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; stalking; sexual assault; and destruction or damage to property of another;
- Written and electronic communication of any type that incorporates language, videos, images, audio recordings, or symbols of hate that would constitute bullying or violence, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant message, text messages and emails);
- Verbal threats made to another with the intent to cause harm, loss, or punishment, including blackmail, extortion or demands for protection money;
- Direct or indirect, relationally aggressive behaviour such as social isolation, rumor spreading, derogatory language, or damaging someone’s reputation;
- Any of the above conduct which occurs off school grounds when such creates, or can reasonably be expected to create, a substantial disruption in the social setting and/or at school-sponsored activities and events.
- Blocking access to school property of facilities;
- Stealing, hiding, or defacing personal possessions (ex: books, backpacks, etc.)
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a person’s race, color, gender, sexual orientation, ancestry, language, religion, ability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

STAFF RESPONSE PROTOCOL

Any staff member(s) who witness an act of bullying or violence must address the issue as quickly as possible. It is recommended they:

Respond immediately, ensuring the security of all stakeholders

Reassure all parties involved

Refer the students to staff member(s) responsible for investigating the report who will:

- Interview student(s) exhibiting bullying behaviour and the target / victim(s) separately to avoid further victimization of the target
- Engage the target / victim first and focus on their safety
- Reassure them that the bullying behaviour will not be tolerated and that all possible steps will be taken to prevent a reoccurrence.
- Offer the victim support (if needed).
- Inform parent(s)/guardian(s) of the incident and subsequent intervention. (Details of the intervention or disciplinary actions are not to be shared in order to protect confidentiality)
- **Review** with all stakeholders to ensure the situation has ceased
- **Report** and document all incidents of bullying / violence to the principal, in a timely fashion

STUDENT RESPONSE PROTOCOL

Any student who witnesses an act of bullying or violence has an obligation, as a responsible member of the school community, to intervene if the situation does not threaten their well-being, and to report the incident to school authorities.

The following are the means through which a student may do so:

- Inform a staff member on duty.
- Inform administration.
- Mention it to a teacher or staff member they trust.
- Tell parent(s)/guardian(s).

PEOPLE RESPONSIBLE FOR TAKING ACTION:

Kara Woods (Centre Director)

Michael Clark (Assistant Centre Director)

Mavis Teye (Guidance Counselor)

6. CONFIDENTIALITY

The ABAV plan must include measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence (art. 75.1, par. 6, QEA).

School personnel shall ensure that the procedures for making a report (complaint) regarding intimidation or violence (section 75.1, par. 4) respect the rules of confidentiality to ensure the safety and integrity of victims, witnesses, and perpetrators.

Each complaint will be investigated promptly in a way that respects the privacy and confidentiality of all parties concerned, to the extent permitted by the law and to the extent practical and appropriate under the circumstances.

****At the discretion of the principal or his/her designate, police intervention may be requested***

The confidential means at the school made available to victims, witnesses, and parents/guardians to report any violent or intimidating conduct are: (Examples: mailbox, Facebook page, voicemail, email address)

- Direct phone call to the Verdun Adult and Career Centre by calling 514-798-0405
- Email to vacc@lbpearson.ca
- Inform administration verbally or by email
- Inform the guidance counselor verbally or by email
- Inform a teacher or a staff member verbally or by email

7. SUPERVISORY OR SUPPORT MEASURES

The ABAV plan must include supervisory or support measures for any student who is a victim or bullying or violence, for witnesses and for perpetrator, and bystander (art. 75.1, par. 7, QEA).

The application of supervisory and support measures will be made following the analysis of the student's profile, as well as the nature, severity, and frequency of the student's behaviour. It is the responsibility of every adult staff member to use difficult / challenging situations as opportunities to help students improve their social and emotional skills, accept personal responsibility for their learning environment, and understand consequences for poor choices and behaviours.

Student Considerations:

- Age and developmental maturity of the students involved
- Nature, frequency, and severity of the behaviours
- Relationships of the parties involved
- Context in which the alleged incidents occurred
- Patterns of past or continuing behaviours
- Other circumstances that may play a role

Centre Considerations:

- School culture, climate, and general staff management of the learning environment
- Social, emotional, and behavioural supports
- Student-staff relationships and staff behaviour toward the student
- Family, community, and neighborhood situation
- Alignment with policies and procedures

POSSIBLE EXAMPLES OF SUPERVISORY AND SUPPORT MEASURES

Measures for VICTIMS of Bullying or Violence

- Ensure a safe, caring, and trusting climate during interventions.
- Put in place the necessary measures for the safety of the student victim if necessary.
- Facilitate a meeting with a designated staff member.
- Refer as needed for individual or group support (ex: develop self-esteem, conflict resolution, assertiveness, and SEL skills, etc.).
- Refer to the professional resources of the school.
- Establish an intervention plan.
- Refer to an external partner (DYP, CIUSSS, SPVM/SQ, community organization, etc.).
- Schedule follow up meetings to make sure the situation is not repeated

Measures for WITNESSES of Bullying or Violence

- Ensure a safe, caring, and trusting climate during interventions.
- Facilitate a meeting with a designated staff member.
- Provide strategies for coping or avoiding situations.
- If applicable, establish an intervention plan.
- If relevant, conduct a group sensitization session.
- If necessary, refer for individual or group support or follow-up (ex: develop self-esteem, conflict resolution, assertiveness, and SEL skills).
- Refer to an external resource or collaborate with partners (DYP, CIUSSS, SPVM/SQ, community organization, etc.).
- If involved, even passively, apply disciplinary sanctions, depending on the context or situation.
- Schedule follow up meetings to make sure the situation is not repeated.

Measures for STUDENTS EXHIBITING Bullying or Violent Behaviour

- Facilitate a meeting with a designated staff member.
- Define strategies to put an end to the situation.
- Determine with the student and his / her parents the commitments to be made to prevent the repetition of any act of bullying or violence.
- Suggest ways to resolve conflicts as needed.
- Refer to professional resources of the school or centre if necessary, for individual or group counseling (ex:
 - develop self-esteem, conflict resolution, and SEL skills, etc.).
- Establish an intervention plan.
- Refer to an external resource or collaborate with partners (DYP, CIUSSS, SPVM/SQ, community organization, etc.).
- Meet with the local socio-community police officer, as needed.
- Apply appropriate disciplinary sanctions depending on the situation, while taking into consideration the context (see section 8).
- Schedule follow up meetings to make sure the situation is not repeated.

8. DISCIPLINARY SANCTIONS

The ABAV plan must include specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature (art. 75.1, par. 8, QEA). Disciplinary sanctions are at the discretion of the administration (refer to art. 96.27).

The severity of bullying and violence acts is measured by their intensity, frequency, consistency, persistence, context, and impact on students who are victims.

POSSIBLE EXAMPLES OF DISCIPLINARY SANCTIONS

The following disciplinary and / or corrective actions may include, but are not limited to:

- Conference with student.
- Parent notification (if student is under the age of 18).
- Reflection activity or action.
- Restorative measures or practices.
- Restitution.
- Mediation or conflict resolution (when deemed appropriate).
- Written warning and deprivation of privilege(s) / service(s).
- Detention.
- In-school suspension.
- Referral to alternative to suspension program for schools offering such a program.
- Out-of-school suspension.
- Referral to the professional resources of the school.
- Referral to external social / medical agencies, for support.
- Consultation with the Department of Youth Protection (DYP).
- Meeting with the local socio-community police officer.
- Involvement of law enforcement, if required.
- School transfer or expulsion.

9. FOLLOW UP

The ABAV plan must include the required follow-up on any report or complaint concerning an act of bullying or violence (art. 75.1, par. 9, QEA).

The Centre Director or their designate will ensure that each incident was properly followed up on and documented.

Follow-up measures will include the following:

- Verification that the incident has been properly documented in accordance with the terms and conditions agreed upon in the school, while respecting confidentiality.
- Verification that all parties involved have been met with and that intervention protocols have been followed.
- Inform the students concerned (victim, witnesses, bystanders, perpetrators) of the steps taken to stop the situation.
- Communicate relevant information to staff members regarding the safety of the student concerned, while respecting confidentiality.
- Meeting with the victim and perpetrator to assess their well-being, and that the bullying / violence has ceased.
- Verification that parents of the victims and perpetrators have been contacted.
- Verification of the completion of all remedial measures for all parties concerned.
- Referral of parents to complaints procedure, should the parents express dissatisfaction with the course of action from the school administration.

To find out more about the treatment of complaints procedure and the Student Ombudsman, please visit the LBPSB website:

<https://www.lbpsb.qc.ca/complaints-procedure/#student-ombudsman>

APPENDIX 1- RESOURCES

RESOURCES OUTSIDE OF THE CENTRE

For urgent emergency assistance call **911**

For advice on accessing social services call **811**

SPVM Service de police de la ville de Montréal (SPVM) Verdun Station #16 **514-280-0116**

Dawson Community Center: **514-767-9967**

Address: 66 Rue Woodland, Verdun, QC H4H 1V8

Suicide Action Montreal (SAM) **1-866-APPELLE (1-866-277-3553)**

Kids Help Phone 1-800-668-6868 <https://kidshelpphone.ca/>

Gai Écoute **514-866-0103** or **1-888-505-1010**

CRISIS CENTRES

- Centre-Ouest, Centre de crise d'intervention Tracom, **514-483-3033**
- Centre de crise de l'Ouest de L'île, **514-684-6160**
- Sud-Ouest, Centre L'autre Maison, **514-768-7225**

CLSC

- CLSC Ville Emard/Côte St. Paul, **514-766-0546**
- CLSC Dorval/Lachine, **514-639-0650**
- CLSC Verdun, **514-766-0546**
- CLSC Lac St. Louis, **514-697-4110**
- CLSC de Pierrefonds, **514-626-2572**
- CLSC Vaudreuil-Dorion, **450-455-6171**
- CLSC Benny Farm, **514-484-7878**

Text **HELLO** to **686868**

Cybertip.ca <https://www.cybertip.ca/en/>