

Birchwood Elementary



ABAV Plan

2023-2024

Anti-Bullying and Anti-Violence Plan
Lester B. Pearson School Board

October 17th, 2023

DATE OF GOVERNING BOARD APPROVAL

GOALS OF THE ANTI-BULLYING AND ANTI-VIOLENCE (ABAV) PLAN

- In compliance with the [Quebec Education Act](#) (QEA), the main purpose of the ABAV plan must be to prevent and stop all forms of bullying and violence targeting a student, a teacher or any other school staff member. This plan specifies the duties and responsibilities of the relevant parties of the school **community** and the school **partners** in achieving this.

- Outline the responsibilities of all parties towards the elimination of bullying and violence in the school community, including the responsibility of parents to promote a positive and respectful school climate inside and outside school.

- School boards must see to it that each of their schools provides a healthy and secure learning environment that allows every student to develop their full potential, free from any form of bullying or violence.

- School boards must also ensure a healthy and secure working environment for their staff, and the staff must participate in ensuring a safe and respectful working climate.

- 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.

School Community Parties:

Students, Staff, School Administration, School Board, Governing Boards, & Parents.

School Partners:

Outside organizations including but not limited to bus companies, coaches, & volunteers.

"The Lester B. Pearson School Board believes that everyone in its community is entitled to a safe, healthy, secure, respectful and caring environment. The School Board believes that education should prepare our students for a responsible life in a free society, in a spirit of understanding, peace, tolerance, and equality of sexes based on the principles of respect, diversity and inclusion."

-LBPSB Policy on Safe and Caring Schools

DEFINITIONS as applied in ABAV

Bullying

- “the word “bullying” means 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 and injures, hurts, oppresses, intimidates or ostracizes” ([art. 13, par. 1.1, QEA](#)).

Violence

- “The word “violence” means any **intentional** demonstration of force of a verbal, written, physical, psychological or sexual nature 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” ([art. 13, par. 3, QEA](#)).

Sexual Violence

- “The concept of 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 technological means.”
<https://www.legisquebec.gouv.qc.ca/en/document/cs/p-22.1>

Racism

- “Corresponds to the “set of ideas, attitudes and actions whose purpose is to make ethnocultural and national groups feel inferior socially, economically, culturally and politically, thereby preventing them from benefitting fully from the advantages to which all citizens are entitled.” Racist discourse is usually based on real or presumed physical and cultural differences.” ([MIDI, 2015](#))

Discrimination

- “Every person has a right to full and equal recognition and exercise of his human rights and freedoms, without distinction, exclusion or preference based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap. Discrimination exists where such a distinction, exclusion or preference has the effect of nullifying or impairing such right.” ([Charter of Human Rights and Freedoms, section 10](#))

Parent

- “the word “parent” means the person having parental authority or, unless that person objects, the person having custody de facto of the student” ([art. 13, QEA](#))

Elements of the ABAV Plan *(art. 75.1, QEA)*

Element 1	<u>an analysis of the situation</u> prevailing at the school with respect to bullying and violence;	pg. 4
Element 2	<u>prevention measures</u> 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;	pg. 5
Element 3	<u>measures to encourage parents to collaborate</u> in preventing and stopping bullying and violence and in creating a healthy and secure learning environment;	pg. 6
Element 4	<u>procedures for reporting, or registering a complaint</u> concerning, an act of bullying or violence to or with the institution and, more particularly, procedures for reporting the use of social media or communication technologies for cyberbullying purposes;	pg. 9
Element 5	<u>the actions to be taken</u> when a student, teacher or other school staff member or any other person observes an act of bullying or violence; or when a report or complaint is sent to the institution by the regional student ombudsman.	pg. 12
Element 6	measures to <u>protect the confidentiality</u> of any report or complaint concerning an act of bullying or violence;	pg. 13
Element 7	<u>supervisory or support measures</u> for any student who is a victim of bullying or violence, for witnesses and for the perpetrator;	pg. 15
Element 8	specific <u>disciplinary sanctions</u> for acts of bullying or violence, according to their severity or repetitive nature; and	pg. 16
Element 9	the required <u>follow-up</u> on any report or complaint concerning an act of bullying or violence.	pg. 18
New* Additional Element (75.1 QEA)	<u>sexual violence</u> ; compulsory training activities for management and other personnel; and safety measures to stop sexual violence.	pg. 19
Annual Evaluation	the results achieved by the school with respect to preventing and dealing with bullying and violence must be <u>evaluated</u> .	

Bullying:

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Violence:

the word "violence" means any **intentional** demonstration of force of a verbal, written, physical, psychological or sexual nature 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

Items in **YELLOW** indicate Bill 9 additions

1. ANALYSIS OF THE SITUATION

Description of the findings that emerge from the situation analysis with respect to bullying and violence

Our School Survey data indicates that 31% of students report being a victim of at least one of the 4 forms of bullying (physical, social, verbal, cyber). 59% of this occurs during recess time whereas 15% of this occurs after school.

Covid and the restrictions that were in place are also attributed to the levels of anxiety in our students which is considered moderate to high at roughly 40%.

Priorities identified with respect to bullying and violence

After data analysis, the School Climate Team determined 4 main objectives to target: independent conflict resolution, decreasing feelings of anxiety, and bullying behaviors, and increase the feeling of safety at school.

The School Climate Team presented the objective to the staff in April 2022 and have been moving forward with the action plan. It began with training sessions for both staff and students on the Zones of Regulation. The goal is to establish a uniform system of language and management with regards to conflict, which in turn will promote academic success, foster positive social behaviours, and minimize conflict situations.

2. PREVENTION MEASURES

LBPSB sanctions its schools and centres to carry out additional measures to promote Equity, Diversity, Dignity, and Inclusion (E.D.D.I.) for all the parties of the school community and their partners.

Obligations of the QEA	
Ensuring a Safe and Caring School Climate	The rules of conduct and the safety measures must be presented to the students during a civics session held each year by the principal in collaboration with the school staff, and must be sent to the parents at the beginning of each school year. (art.76, QEA)
	The principal shall see to it that all school staff members are informed of the school's rules of conduct, safety measures and anti-bullying and anti-violence measures, and of the procedure to be followed when an act of bullying or violence is observed. (art. 96.21, QEA)
	During the month of September each year, the principal of a school providing education to students in the second cycle of the secondary level shall see to the formation of a student committee. (art.96.5, QEA)

Priorities and Prevention Measures	
LBPSB Priority: To promote the values of the EDDI statement	<p>Prevention Measure(s):</p> <p>Educating our students through participation in Pink Shirt Day, Orange Shirt Day, Anti-Bullying workshops and assemblies targeting equality, diversity, dignity, and inclusion.</p>
School Priority: Improving achievement	<p>Prevention Measure(s):</p> <p>With the implementation of the Zones of Regulation, there should be a reduction in stress and anxiety leading to the potential for improved academic achievement.</p>
School Priority: Ensuring wellness	<p>Prevention Measure(s):</p> <p>Practicing mindfulness techniques will continue Students will have clear conflict resolution strategies at their disposal to help them feel empowered, safe and secure in school.</p>

3. MEASURES TO ENCOURAGE PARENTAL COLLABORATION

Parents are valuable partners and it is important to work together when it comes to taking action to prevent and stop bullying and violence. It is together that we can find the solutions. This collaboration will enable us to continue to flourish and succeed in an atmosphere of mutual respect ([LBPSB Policy on Safe and Caring Schools](#)).

Measures encouraging parent(s)/guardian(s) collaboration in preventing and stopping bullying and violence and in creating a healthy and secure learning environment.

- The Code of Conduct and the ABAV Plan will be made available to parent(s)/guardian(s); it will be posted on the school website.
- Ongoing communication between principal and / or their designate and parents/guardians of children 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 their parent(s)/guardian(s) will take place to ensure that measures taken have been successful and the bullying has ceased.
- In collaboration with its Governing Board and Home & School, Birchwood Elementary may choose to present parent information sessions on specific topics of bullying and violence.
- Birchwood Elementary will commit itself to including references to anti-bullying/violence themes at gatherings such as curriculum night, report evenings, etc.
- In an effort to establish partnership with parents, the school team may reach out to certain families at the beginning of the school year in order to discuss how all parties concerned can work together for a positive and successful academic year for the child in question.
- Parents are strongly encouraged to contact the classroom teacher and/or administration to communicate any on-going conflict situations. The school also commits to periodic follow-up communication with the victim of bullying and their parent(s) to ensure that measures taken have been successful.

"The Lester B. Pearson School Board believes that the school board's administrators, staff, parents, students and all those present in the school's environment have a responsibility to ensure that the right to be safe and secure is upheld."

-LBPSB Policy on Safe and Caring Schools



Resources

Community Resources	Information on Violence and Bullying
<p>For Students:</p> <ul style="list-style-type: none"> • Kids Help Phone: 1-800-668-6868 <ul style="list-style-type: none"> ◦ kidshelpphone.ca ◦ Text HELLO to 686868 • cybertip.ca <p>For Parent(s)/Guardian(s) :</p> <ul style="list-style-type: none"> • CLSC <ul style="list-style-type: none"> ◦ Name : CLSC et Centre de services ambulatoires de Vaudreuil-Dorion ◦ Phone No. : 450-455-6171 • Sûreté du Québec (SQ) <ul style="list-style-type: none"> ◦ Post No. : Vaudreuil-Ouest, St-Clet ◦ Phone No. : 450-456-3883 ◦ Post No. : Vaudreuil, Vaudreuil-Dorion ◦ Phone No. : 450-424-1212 • Other Services <ul style="list-style-type: none"> ◦ Department of Youth Protection ◦ Phone No. : 1 800 361-5310 or 450 679-0831 	<ul style="list-style-type: none"> • Benado - Mon pouvoir sur l'intimidation • Canadian Centre for Child Protection • Canadian Red Cross- Violence and Abuse Prevention • Government of Quebec: Violence and bullying • Media Smarts • Ministère de la famille - Québec • Promoting Relationships and Eliminating Violence Network (PREVNet)

4. PROCEDURES OF REPORTING OR REGISTERING A COMPLAINT

The LBPSB complaint procedure can be followed to make a report or register a complaint: [Link to LBPSB Complaint Procedure](#)

The procedures for reporting or registering a complaint of acts of bullying, violence, cyberbullying, and sexual violence are:

For students

bullying, violence, cyberbullying, or sexual violence

Students are to report any act of bullying/violence to an adult without delay. When the act occurs outside, they are to report it to an adult on supervision, who are identifiable by their yellow vest, and provide all relevant details of the incident. By-standers are to seek out an adult supervisor who can intervene and should provide all relevant details of the act to that adult. When the act occurs elsewhere, the student is to report to an adult, beginning with their classroom teacher and/or aide.

For parent(s)/guardian(s)

bullying, violence, cyberbullying, or sexual violence

Members of the Birchwood Elementary parent community who are made aware of a bullying situation or any act of violence involving either their own child or another student at the school are obliged to contact the school principal or the classroom teacher. The initial contact and any subsequent follow-up will be documented by school personnel. Within two days of receiving a report, the reporting parent will be contacted by the school to be assured that the situation is being investigated and that appropriate measures are being taken. Parents reporting an incident should contact the school in one of the following ways: direct phone call to the principal, a letter or email detailing an issue or incident addressed to the principal or the classroom teacher.

For staff members

bullying, violence, cyberbullying, or sexual violence

Staff members are to document the information reported to them, speaking to all parties when possible. The incident should then be communicated to the principal in a timely fashion, including all details obtained from the initial contact with the student(s).

For partners, (bus drivers, volunteers, others)	
bullying, violence, cyberbullying, or sexual violence	Any partner of the Birchwood Elementary community who is made aware of a bullying situation or any act of violence is obliged to contact the school administration to report the incident in one of the following ways: phone call, letter or email, bus report, etc.
Any person or enterprise providing extracurricular services to students of a school or carrying out a special school project for the provision of services other than educational services	
bullying, violence, cyberbullying, or sexual violence	<u>Must inform</u> the principal of the school attended by the students directly involved of any act of bullying or violence that they observe. They must also follow the prescribed training.



The procedures for registering a complaint are:

- In the case of a complaint concerning an act of sexual violence, the principal shall also inform the student who is the victim that it is possible to refer the complaint to the [Commission des services juridiques](#). **If the student is under 14 years of age**, the principal also informs their parent(s)/guardian(s) of that option, and **if the student is 14 years of age or over**, the principal may also inform his or her parent(s)/guardian(s) of that option, with the student's consent. ([Art.96.12, QEA](#))
- It is possible to make a report or file a complaint concerning an act of sexual violence to or with the regional student ombudsman and, for a person who is dissatisfied with the follow-up on a complaint filed with the institution, to use the [complaint processing procedure](#) provided for in the Act respecting the National Student Ombudsman.
- **Regional Student Ombudsman Coordinates:**
1035, rue De La Chevrotière, 25e étage
Québec (Québec) G1R 5A5
Phone number: 1 833 420-5233
Email: info@pne.gouv.qc.ca

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

<https://www.lbpsb.qc.ca/parents-and-community/complaints-procedure/>

5. ACTIONS TO BE TAKEN

RESPONSE PROTOCOL	
STUDENT(S), PARENT(S)/GUARDIAN(S), ANY OTHER PERSON, OR PARTNER(S)	
<ul style="list-style-type: none"> We encourage any student(s), parent(s)/guardian(s), or any other person who observes an act of bullying or violence, as a responsible member of the school community, to report the incident (refer to Element 4). We require partner(s) to report the incident (refer to Element 4). 	
STAFF	
<p>Any staff member who observes an act of bullying or violence must (items 1-4):</p> <ol style="list-style-type: none"> 1. <u>Respond</u>- Intervene immediately 2. <u>Reassure</u>- Ensure safety of all school community parties and partners 3. <u>Report</u>- To the Principal or their designate 4. <u>Review</u>- Establish frequent check-ins, maintain communication and ongoing support as needed 	
PRINCIPAL	
<p>After considering the best interest of students and/or staff directly involved, the principal shall:</p> <ul style="list-style-type: none"> • Meet with parties involved, as needed. • Communicate relevant information to relevant staff members regarding the safety of the student(s) and/or staff concerned. • Communicate with their parent(s)/guardian(s) to inform them of the measures in the anti-bullying and anti-violence plan, as required. (Art 96.12, QEA) • Refer parent(s)/guardian(s) to complaints procedure, should they express dissatisfaction with the course of action from the school administration, and inform them of their right to request assistance. (Art 96.12, QEA) • Document the incident. 	

School Community Parties:

Students, Staff, School Administration, School Board, Governing Boards, & Parents.

School Partners:

Outside organizations including but not limited to bus companies, coaches, & volunteers.

6. CONFIDENTIALITY

Reporting incidents of bullying or violence is the right thing to do. It allows everyone to obtain help and put an end to the situation. Reporting may cause discomfort in the person doing it, however, the school will take the necessary precautions to preserve confidentiality.

The measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence are:

- Staff are reminded annually that every incident and the ensuing follow-up must be kept confidential.
- Communication with all parties will be discreet.
- All parties will be treated with respect, discretion and empathy.
- Details of applied disciplinary sanctions will be kept confidential as the law forbids that this information be communicated to other students or parents.

Victims will discreetly report to a staff member. They should report first and foremost, to their teacher. This can be done by speaking with the teacher, writing a note, sending an email, etc. 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. Parents will be informed without delay following the incident and updated until the situation has been resolved. A referral to the LBPSB Student Services Department or outside referral may be requested if deemed necessary. The victim will be engaged in discussion of follow-up to ensure they feel safe. In all cases, victims of bullying or violence should have a reasonable expectation of feedback from an intervening adult in a timely manner so as to guarantee their sense of safety and security in the school.

Witnesses/ By-Standers will discreetly report to a staff member. They should report first and foremost, to their teacher. This can be done by speaking with the teacher, writing a note, sending an email, etc.

Parents will, first and foremost, without delay contact the teacher by email or letter and include as many details as possible.

Partners will contact the school administration via phone call, letter, email, bus report, etc. and include as many details as possible.

Confidentiality Measures Include:

- All reports of bullying and/or violence will be kept in a secure location under the supervision of the school principal or his/her delegate.
- The formal reports will be kept in a distinct file from the cumulative file or confidential file of an individual student.
- In all instances and procedures, parties will be treated with respect, discretion, and empathy.
- Members of the Birchwood Elementary community agree that in all cases involving minor students, information shared will be on a need-to-know basis only.

Birchwood Elementary will work to provide the utmost care when ensuring confidentiality for parties reporting incidents of bullying or violence. At the same time, we commit to ensuring that the identified perpetrator is fully apprised of the details of the report made against them. For confidentiality reasons, Birchwood Elementary School personnel cannot share details of consequences pertaining to a child, other than your own. Please know that appropriate measures will be put into place.

7. SUPERVISORY OR SUPPORT MEASURES

It is the responsibility of every 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.

Supervisory or Support Measures for Victims, Witnesses, and Perpetrators (may include, but are not limited to)

- Ensure a safe, caring, and trusting climate during interventions.
- Put in place necessary measures for the safety of all school community parties and their partners.
- Facilitate a meeting with a designated staff member.
- Offer individual or group support.
- Refer to the professional resources of the school or school board.
- Establish an intervention plan.
- Refer to external partners such as:
 - Batshaw/Department of Youth Protection (DYP);
 - Integrated University Health and Social Services Centre/Integrated Health and Social Services Centres (fr. CIUSSS/CISSMO);
 - Service de Police de la Ville de Montréal (SPVM);
 - Sûreté du Québec (SQ).
- Monitor and follow up after resolution.

8. DISCIPLINARY SANCTIONS

The application of disciplinary sanctions will be made following an analysis of the incident(s). The severity of bullying and violent acts are measured by their intensity, frequency, consistency, persistence, context, and impact on students.

Considerations When Determining Disciplinary Sanctions

- 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 incident(s) occurred.
- Patterns of past or continuing behaviours.
- Family context.
- Other circumstances that may play a role such as cultural context, trauma history and mental health.

Disciplinary Sanctions (may include, but are not limited to)

- Conversation with student
- Parent notification
- Reflection activity or action
- Restorative measures or practices
- Restitution
- Mediation or conflict resolution
- Behaviour contract
- Removal of privilege(s)
- School Detention
- Referral to Planning Room and/or Alternative to Suspension Program
- In-school suspension
- Out-of-school suspension
- Enrolment in another school

9. FOLLOW-UP

Follow-up measures may include:

- Ongoing documentation of the event(s).
- Ongoing communication with all parties involved, as needed.
- Ongoing monitoring of all students involved to assess their well-being.
- Verifying the completion of disciplinary sanctions for all parties concerned.
- Referring parent(s)/guardian(s) to complaints procedure, should they express dissatisfaction.

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

<https://www.lbpsb.qc.ca/parents-and-community/complaints-procedure/>

SEXUAL VIOLENCE

Compulsory training activities for management and other personnel:

- Training will be provided, when made available.

Safety measures to stop sexual violence:

- Sexuality Education Curriculum
- Internal expertise of school board professionals (sexologist, psychologists, guidance counsellors, etc.)
- Prevention programs
- Consultation with partners (SPVM/SQ, CIUSSS/CISSMO, Batshaw/DYP, Marie-Vincent Foundation, etc.)

Complaint Procedure

In the case of a complaint concerning an act of sexual violence, the principal shall also inform the student who is the victim that it is possible to refer the complaint to the [Commission des services juridiques](#). **If the student is under 14 years of age**, the principal also informs their parent(s)/guardian(s) of that option, and **if the student is 14 years of age or over**, the principal may also inform his or her parent(s)/guardian(s) of that option, with the student's consent. ([Art.96.12, QEA](#))

It is possible to make a report or file a complaint concerning an act of sexual violence to or with the regional student ombudsman and, for a person who is dissatisfied with the follow-up on a complaint filed with the institution, to use the [complaint processing procedure](#) provided for in the Act respecting the National Student Ombudsman.

Other options to report situations of sexual misconduct and violence in schools include:

- 1-833-DENONCE, is open from 8:30 a.m. to 4:30 p.m. on weekdays. A voice mailbox is available outside this time slot in order to be called back by an agent.
- email signalements@education.gouv.qc.ca



ANNUAL EVALUATION GRID (To be completed in spring of 2024)

LEGEND				
1	No adjustment	Our actions are satisfactory and we are continuing on this path		
2	Some adjustments	Our actions are quite satisfactory, but require some adjustments.		
3	To replace	Our actions or measures are no longer applicable or available.		

Evaluation							
		Legend: 1: No adjustment 2: Some adjustments 3: To review			Check		
Actions and/or Prevention Measures carried out in 2022-2023		1	2	3			
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Findings							