

# Westpark Elementary School



ABAV Plan

## 2023-2024

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

Monday December 4th, 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 behavior, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a **power imbalance** between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes” ([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, behaviors 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	<b><u>an analysis of the situation</u></b> prevailing at the school with respect to bullying and violence;	pg. 4
Element 2	<b><u>prevention measures</u></b> 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	<b><u>measures to encourage parents to collaborate</u></b> in preventing and stopping bullying and violence and in creating a healthy and secure learning environment;	pg. 6
Element 4	<b><u>procedures for reporting, or registering a complaint</u></b> concerning, an act of bullying or violence <b>to or with the institution</b> and more particularly, procedures for reporting the use of social media or communication technologies for cyberbullying purposes;	pg. 8
Element 5	<b><u>the actions to be taken</u></b> when a student, teacher or other school staff member or any other person observes an act of bullying or violence; <b>or when a report or complaint is sent to the institution by the regional student ombudsman.</b>	pg. 10
Element 6	measures to <b><u>protect the confidentiality</u></b> of any report or complaint concerning an act of bullying or violence;	pg. 11
Element 7	<b><u>supervisory or support measures</u></b> for any student who is a victim of bullying or violence, for witnesses and for the perpetrator;	pg. 12
Element 8	specific <b><u>disciplinary sanctions</u></b> for acts of bullying or violence, according to their severity or repetitive nature; and	pg. 13
Element 9	the required <b><u>follow-up</u></b> on any report or complaint concerning an act of bullying or violence.	pg. 14
<b>New*</b> Additional Element (75.1 QEA)	<b><u>sexual violence</u></b> ; compulsory training activities for management and other personnel and safety measures to stop sexual violence.	pg. 15
<b>Annual Evaluation</b>	the results achieved by the school with respect to preventing and dealing with bullying and violence must be <b><u>evaluated</u></b> .	pg. 16

**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

**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

The results from our SCHOOL survey indicate that students are ill-equipped in knowing how to or who to report incidents of bullying and or violence.

Our SCHOOL survey indicates that students report that there is more bullying at both recesses and during lunch.

## Priorities identified with respect to bullying and violence

That students feel safe while attending Westpark.

For students and parents to be aware of support systems available.

To streamline and communicate procedure for reporting bullying and acts of violence

That adults be more visible and available to support students.

The staff to inform and teach students how to deal with incidents of bullying and violence and how to safely and confidentially report incidents promptly.

## 2. PREVENTION MEASURES

LBPSB sanctions its schools & centres to carry out additional measures to promote Equity, Diversity, Dignity, and Inclusion (E.D.D.I.) for all parties of the school community & 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. <a href="#">(art.76, QEA)</a>
	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. <a href="#">(art. 96.21, QEA)</a>
	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. <a href="#">(art.96.5, QEA)</a>

Priorities and Prevention Measures	
<b>LBPSB Priority:</b> To promote the values of the EDDI statement	<b>Prevention Measure(s):</b> Westpark commits itself to conduct school wide activities that promote EDDI values. For example; Orange shirt day, Black history month, pink shirt day, Dare to Care, The Blanket Activity, Holiday Baskets, etc.
<b>School Priority:</b> Increase the percentage of students who are feeling safe at school.	<b>Prevention Measure(s):</b> Gr 5-6 students will make a video to explain what to do when you don't feel safe and will present it to all grades. Use Our SCHOOL survey results to increase the understanding of their responses and to promote students' voice.  All supervisory adults will wear brightly colored vests to identify themselves during both recesses and lunch to be easily viewable for students to approach them. These adults will be assigned to specific strategic areas of the school yard to make them more easily available to support student safety.  Increased staff visibility in the hallways.
<b>School Priority:</b> Emphasize helping students, especially the girls, develop coping strategies when experiencing anxiety.	<b>Prevention Measure(s):</b> Small group with girls for open discussion in Cycle 3. Spec Ed tech and girl group activities during recess to support empowerment and positive choices. A small questionnaire on a Likert scale, based on the Our School Survey (that revealed this cohort experiencing anxiety) to be given on the first and last day of group.

### 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.
- **Parent Workshop**

*"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 School*

# Resources

Community Resources	Information on Violence and Bullying
<p><b>For Students:</b></p> <ul style="list-style-type: none"> <li>● Kids Help Phone: 1-800-668-6868               <ul style="list-style-type: none"> <li>○ <a href="http://kidshelpphone.ca">kidshelpphone.ca</a></li> <li>○ Text HELLO to 686868</li> </ul> </li> <li>● <a href="http://cybertip.ca">cybertip.ca</a></li> </ul> <p><b>For Parent(s)/Guardian(s) :</b></p> <ul style="list-style-type: none"> <li>● CLSC               <ul style="list-style-type: none"> <li>○ Name :CLSC de Pierrefonds</li> <li>○ Address: 13800 Boul. Gouin O.</li> <li>○ Pierrefonds, Qc</li> <li>○ H8Z3H6</li> <li>○ Phone No. : 514-626-2572</li> </ul> </li> <li>● Service de police de la ville de Montréal (SPVM)               <ul style="list-style-type: none"> <li>○ PDQ No. : Station 4</li> <li>○ Address: 4139 Sources Boul. Dollard-Des Ormeaux,</li> <li>○ H9B 2A6</li> <li>○ Phone No. : 514-280-0104</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Benado - Mon pouvoir sur l'intimidation</a></li> <li>● <a href="#">Canadian Centre for Child Protection</a></li> <li>● <a href="#">Canadian Red Cross- Violence and Abuse Prevention</a></li> <li>● <a href="#">Government of Quebec: Violence and bullying</a></li> <li>● <a href="#">Media Smarts</a></li> <li>● <a href="#">Ministère de la famille - Québec</a></li> <li>● <a href="#">Promoting Relationships and Eliminating Violence Network (PREVNet)</a></li> </ul>



## 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	You can ask for help for yourself or for someone else. To report a situation, you can contact any adult you trust (teacher, integration aide, daycare, principal, parent, etc.). They will be able to guide you.
For parent(s)/guardian(s)	
bullying, violence, cyberbullying, or sexual violence	Inform the principal via email, phone call, or in-person meeting.
For staff members	
bullying, violence, cyberbullying, or sexual violence	Inform the principal by completing a reporting form, which can be found on the Staff Team Drive and posters with a QR code in classrooms and staffroom.
For partners, (bus drivers, volunteers, others)	
bullying, violence, cyberbullying, or sexual violence	Inform the principal via email, phone call, or in-person meeting.
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](mailto: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"> <li>We <b>encourage</b> 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).</li> <li>We <b>require</b> partner(s) to report the incident (refer to Element 4).</li> </ul>	<p><b>School Community Parties:</b> Students, Staff, School Administration, School Board, Governing Boards, &amp; Parents.</p> <p><b>School Partners:</b> Outside organizations including but not limited to bus companies, coaches, &amp; volunteers.</p>	
STAFF		
<p>Any staff member who observes an act of bullying or violence must (items 1-4):</p> <ol style="list-style-type: none"> <li><u>Respond</u>- Intervene immediately</li> <li><u>Reassure</u>- Ensure safety of all school community parties and partners</li> <li><u>Report</u>- To the Principal or their designate</li> <li><u>Review</u>- Establish frequent check-ins, maintain communication and ongoing support as needed. An individual who regularly supervises that child, (such as daycare educator, lunch educator, teacher or other staff member), would be specifically chosen by Admin</li> </ol>		
PRINCIPAL		
<p>After considering the best interest of students and/or staff directly involved, the principal shall:</p> <ul style="list-style-type: none"> <li>Meet with parties involved, this can include the parents and or guardians as needed.</li> <li>Communicate relevant information to relevant staff members regarding the safety of the student(s) and/or staff concerned.</li> <li>Communicate with their parent(s)/guardian(s) to inform them of the measures in the anti-bullying and anti-violence plan, as required. (<a href="#">Art 96.12, QEA</a>)</li> <li>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. (<a href="#">Art 96.12, QEA</a>)</li> <li>Document the incident.</li> </ul>		

## 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.

## 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.
- 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
- Enrollment in another school

Other school-based sanctions, if necessary: plan of action created in collaboration with classroom teaching team and may include resource team members

## 9. FOLLOW-UP

*Follow-up measures may include:*

- Ongoing documentation of the event(s).
- Collaboration with parents/guardians
- 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.

Other school-based measures, if necessary: Student reflection task/assignment/project

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/CISSSMO, 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](mailto:signalements@education.gouv.qc.ca)



# ANNUAL EVALUATION GRID

(To be completed in spring of 2024)



**ABAV Evaluation**

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 replace			Check		
Actions and/or Prevention Measures carried out in 2023-2024		1	2	3			
1	Staff reporting form	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
2	Student reflection task/assignment/project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
3	Cycle 3 girl's group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
4	Staff more easily visible to students for support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Findings							

