



# Shadd Health & Business Centre

<https://shadd.emsb.qc.ca/shadd>

## ANTI-BULLYING AND ANTI-VIOLENCE PLAN FOR A HEALTHY AND SAFE LEARNING ENVIRONMENT 2025-2026



Commission scolaire English-Montréal  
English Montreal School Board

**TABLE OF CONTENT**

PREAMBLE  
..... 3

INTRODUCTION  
..... 4

    Definitions  
..... 5

GENERAL INFORMATION  
..... 6

    CHARACTERISTICS OF THE CENTRE  
..... 6

    INFORMATION ABOUT THE COMMITTEE  
..... 6

ELEMENTS OF THE ANTI-BULLYING AND ANTI-VIOLENCE (ABAV) PLAN  
..... 7

    1) ANALYSIS OF THE SITUATION  
    ..... 7

    2) PREVENTION MEASURES  
    ..... 7

    3) COLLABORATION WITH PARENTS  
    ..... 8

    4) PROCEDURES FOR MAKING A REPORT OR REGISTERING COMPLAINT  
    ..... 8

    5) CONFIDENTIALITY  
    ..... 9

    6) FOLLOWING AN ACT OF BULLYING OR VIOLENCE  
    ..... 9

    7) REMEDIATION AND SUPPORT MEASURES  
    .....10

    8) DISCIPLINARY MEASURES  
    .....10

    9) FOLLOW-UPS  
    .....11

- SPECIFIC TO SEXUAL VIOLENCE	11
10)MONITORING AND EVALUATION	11
OTHER IMPORTANT INFORMATION	12

## PREAMBLE

The development of an anti-bullying and anti-violence (**ABAV**) plan is one among a set of actions implemented by the educational institution to ensure a healthy and safe environment.

The prevention of bullying and violence requires ongoing actions that depend upon the continuous and consistent application of the rules of conduct and safety measures adopted by the governing board.

In accordance with the Education Act (EA), the rules of conduct must specify:

- attitudes and conduct that are always required of students
- behaviors and verbal or other exchanges that are always prohibited, regardless of the means used - including social media
- the applicable disciplinary measures, according to the severity or repetitive nature of the prohibited act

Furthermore, the rules of conduct and the safety measures must be presented to the students and staff annually.

The code of conduct and safety measures and the ABAV plan are intended to ensure the best possible conditions for success and the proper operation of the Centre. They establish the expected everyday behaviors for fostering community life (e.g. respect, civility).

The objective of the anti-bullying and anti-violence plan is to develop ways of preventing the occurrence of any situation of bullying or violence, and to plan out the actions to be taken when such a situation unfortunately arises.

## INTRODUCTION

To clarify the duties and responsibilities of the Centre and of its stakeholders, the Education Act (hereinafter, EA”) requires every Centre to develop a plan aimed at preventing and putting an end to all forms of bullying and violence.

In particular, the EA therefore stipulates the following:

- The principal shall see to the implementation of the ABAV plan and shall promptly deal with any report or complaint received.
- The principal shall assist the governing board in the development, review and updating of the ABAV plan.
- The principal shall see to it that all staff are informed of the Centre’s rules of conduct & safety measures and the ABAV plan and procedures.
- Every school staff member shall collaborate in implementing the ABAV plan.
- The governing board is responsible for adopting the ABAV plan – including any updates, as proposed by the principal. The governing board shall see to it that the wording of the document is clear and will be understood.
- The document must indicate that it is possible to make a report or file a complaint concerning an act of sexual violence with the Regional Student Ombudsman; and that if dissatisfied with the follow-up by the institution, a complainant may file a complaint as provided for in the Act respecting the National Student Ombudsman.
- Information explaining the ABAV plan must be available to the parents of students under the age of majority.
- The ABAV plan must be reviewed annually and updated if necessary. The principal of the school sends a copy of the ABAV plan to the Regional Director who follows up as necessary with the National Student Ombudsman.
- Each year, the governing board shall evaluate the results achieved by the school with respect to preventing and dealing with bullying and violence.
- A document reporting on the evaluation must be made available to the students, staff and the school board who will follow up as necessary with the National Student Ombudsman.

## DEFINITIONS

Conflict	Violence	Intimidation / Bullying
<p>A misunderstanding or disagreement between two or more individuals who do not share the same point of view, values or interests.</p> <p>There are no victims, even if an individual feels like they are losing.</p> <p>A conflict may be resolved either through negotiation or mediation.</p>	<p>Any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injury, hurt or that oppresses a person by attacking their psychological, physical integrity, well-being, or rights and property.</p>	<p>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 <i>power imbalance</i> between the people concerned and which causes distress and injury, hurt, or that oppresses, intimidates or ostracizes.</p>

<b>Sexual violence</b>
<p>The <i>Education Act</i> does not provide a definition of sexual violence. However, reference to the following definition is suggested:</p> <p>The concept of sexual violence refers to any form of violence committed through sexual practices or by targeting sexuality, including sexual assault.</p> <p>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. (<i>Act to prevent and fight sexual violence in higher education institutions</i> [CQLR, c. P-22.1]).</p>

## GENERAL INFORMATION

### CHARACTERISTICS OF THE CENTRE

Name of the educational institution	<b>Shadd Health &amp; Business Centre</b>
Name of the CSS/CS	<b>English Montreal School Board</b>
Type of instruction	<b>Vocational Education</b>
Other characteristics	<p>Open 8:30 am to 10:30 pm daily</p> <p>Programs offered:</p> <ul style="list-style-type: none"> <li>• <b>Secretarial</b></li> <li>• <b>Secretarial Legal</b></li> <li>• <b>Accounting</b></li> <li>• <b>Pharmacy Technical Assistance</b></li> <li>• <b>Support for Assistive Services in Health and Social Services Institutions</b></li> <li>• <b>School Daycare Education</b></li> </ul>
Number of students	<b>498</b>
Values underpinning the educational project, code of conduct and ABAV Plan	<p>The EMSB is committed to providing a safe, inclusive, and respectful learning environment for all adult and vocational students.</p> <p>This plan aligns with the <i>Loi sur l'instruction publique</i> (LIP) and aims to prevent and address all forms of bullying and violence, including those based on race, gender, age, language, disability, and sexual orientation.</p>
Objective(s) of the ABAV Plan	<p>To prevent incidents of Bullying and Violence.</p> <p>To communicate with the students and staff how they can report an issue or file a formal complaint.</p> <p>To standardize definitions and procedures.</p>

## INFORMATION ABOUT THE COMMITTEE

Name of the committee	ABAV Plan Committee
Name and role of the person responsible for coordinating the work of the committee	Danica J. Lewington, Vice Principal
Members of the committee	Samuel Black, Academic and Vocational Information Counsellor (Health) Lovina Brown Academic and Vocational Information Counsellor (Business) Giuseppe Cacchione, Principal Rachel Campbell, Stage Coordinator Saraah-Ellise Hicks, Accounting Student Alexandra Michas, RAC Educational Consultant Raffaella Savignano – Teacher
Mandates of the committee	Develop and follow-up on the ABAV Plan
Frequency of committee meetings	Once per year or as required

## ELEMENTS OF THE ANTI-BULLYING AND ANTI-VIOLENCE (ABAV) PLAN

### ANALYSIS OF THE SITUATION

- Incident reports
- Anonymous reports
- Review and analysis of last year's ABAV plan
- Results of *Our School Survey* / previously *Tell Them from Me* (once implemented)
- In-house surveys (when implemented)

### Findings

Over the past four years, there have been some instances of bullying; however, with timely intervention, discussion, and support from the administration, each situation was resolved.

The students at Shadd are between the ages of 18 and 60 years old – the breakdown is below:

The students range in age from sixteen to over sixty:

- 6% are in their teens
- 34% are in their twenties
- 20% in their thirties
- 27% in the forties
- 13% in their fifties+

The majority are recent immigrants, and they take their studies seriously. They come to Shadd Health & Business Centre to achieve their goals of finding employment in a specialized job. Some do hold jobs in their programs and are looking to be properly certified/trained in the program. They do not generally get into situations of conflict or bullying or violence.

This ABAV Plan will serve to remind and educate new students and staff about their roles and responsibilities in ensuring that Shadd Health & Business Centre is a healthy and safe environment for everyone. It will also serve as a guide for appropriate follow-up should an unfortunate event arise.

## **1) PREVENTION MEASURES**

At registration, students will be given a copy of the code of conduct and are asked to read and sign it to acknowledge that they have read it and agree to adhere to it.

In the first week of the Group starting, teachers will review the code of conduct with their students and as of 2025-26, share the ABAV Plan with their students.

Note: These documents are posted on our website for future reference.

Teachers will highlight that the Shadd Health & Business Centre is a community that values and promotes:

- high quality education in a safe, respectful and inclusive environment
- respect for oneself, for one other, for the learning environment and for the property of others
- student success and preparation for further educational pursuits and life-long learning

## **2) COLLABORATION WITH PARENTS**

Given that there are very few students at Shadd Health & Business Centre who are younger than 18 years of age, our collaboration with parents is very limited. However, when minor students are registered, their parents:

- must read and co-sign the code of conduct documents
- is informed that the ABAV plan on our website
- is assured that they can contact the administration or professional staff if there is an issue

## **3) PROCEDURES FOR MAKING A REPORT OR REGISTERING A COMPLAINT**

### **Step 1**

An incident of bullying and/or violence may be reported to the administration or a member of the staff:

- verbally (in-person or by phone) or

- in writing (by email or via letter)

The Act Respecting the National Student Ombudsman states that in the case of sexual violence, the complainant may file their complaint directly with the Regional Student Ombudsman using the link below:

<https://www.quebec.ca/en/education/prescolaire-primaire-et-secondaire/droits-eleve/report-an-act-of-sexual-violence-against-a-student>

Any student who witnesses an act of bullying and/or violence has a responsibility to report the incident to the administration– who has 10 working days to address the complaint.

## **Step 2**

If after 10 working days the declarant is not satisfied with the administration's actions, a complaint may be lodged with the English Montreal School Board via the Secretary General, Nathalie Lauziere at: [nlauziere@emsb.qc.ca](mailto:nlauziere@emsb.qc.ca) The Secretary General has 15 working days to address the complaint.

A written opinion on the merits of the complaint is provided and corrective measures deemed appropriate are proposed.

## **Step 3**

If the declarant is dissatisfied with the opinion rendered by the Secretary General, or if it was not processed within fifteen (15) working days of receiving the complaint, or if the complaint concerns sexual violence, the student may refer their complaint to the Regional Student Ombudsman. The complaint must be made in writing. Link below.

<https://www.quebec.ca/en/education/prescolaire-primaire-et-secondaire/droits-eleve/report-an-act-of-sexual-violence-against-a-student>

The Regional Student Ombudsman will make an initial assessment of the complaint and may decide to refuse the complaint. This must be in writing. A decision must be made within twenty (20) working days. The person directly concerned by the complaint, or their immediate supervisor, has the right to be heard.

Complaints concerning sexual violence are processed on an urgent basis.

The Regional Student Ombudsman sends his opinion to the National Student Ombudsman who has five (5) working days to re-examine or confirm the Regional Student Ombudsman's decision.

## **Step 4**

The Regional Student Ombudsman informs the School Board of their decision. The School Board has ten (10) working days to inform the complainant and the Regional Student Ombudsman, in writing, of the actions it intends to take or of the grounds for any refusal to act on a recommendation or conclusion.

#### **4) CONFIDENTIALITY**

All reports and investigations are handled with strict confidentiality. Information is shared only on a need-to-know basis and in accordance with legal obligations.

#### **5) FOLLOWING AN ACT OF BULLYING OR VIOLENCE**

- All Centres are committed to providing a safe, caring and positive school environment.
- Centre personnel must report all incidents of bullying and/or violence to the administration.
- Every instance of bullying and / or violence will be investigated.
- The Police or the Dept. of Youth Protection (in the case of a minor) may be contacted depending on the situation.

**Note:** The principal must also be informed when a situation involves a school staff member, whether as the victim, instigator or witness of an act of bullying or violence.

The principal shall analyze the situation to determine the supervisory or support measures as well as any disciplinary measures, if applicable, in accordance with the legal frameworks, the applicable collective agreements, and the roles and responsibilities of the educational organization.

If the staff member is a victim or a witness, the principal must also send the information to their Regional Director for follow-up by the School Board's Health and Safety sector of Human Resources.

#### **6) REMEDIATION AND SUPPORT MEASURES**

Remediation is intended to "remedy" or correct behaviors and prevent future incidents. It will likely involve a re-integration contract that outlines expectations, supports and future consequences.

##### **Factors to be taken into consideration**

- Age: Adult or youth between 16-18 years of age
- Nature, frequency, and severity of the behavior(s)
- Relationship(s) between the parties involved
- Context in which the incident occurred
- Patterns of past or continuing behavior
- School Culture
- Social and emotional impact on others
- Level of accountability / sense of responsibility

## **Staff**

Staff will be offered the following support measures:

- Mediation and restorative justice actions
- Employee Assistance Program.
- Referrals to internal or external professionals

## **Students (victim, bully, witness and / or bystander)**

Students will be offered the following support measures:

- Mediation and restorative justice actions
- Referrals to internal or external professionals

## **7) DISCIPLINARY ACTION**

Disciplinary actions / consequences are intended to communicate to the perpetrator and to the Centre community that certain behaviors / actions are not acceptable and will not be tolerated.

Disciplinary action / consequences may include but are not limited to:

- A verbal or written warning
- Mediation and restorative justice actions
- A suspension
- An expulsion
- Legal action if applicable

## **8) FOLLOW-UPS**

The school administration will ensure the following:

- A meeting with all parties to assess their well-being and that the bullying / violence has ceased
- Verification that the incident has been properly documented
- Verification that all intervention protocols have been followed
- Verification that parent(s) have been contacted (in the case of a minor student)
- Verification of the implementation of remedial / disciplinary measures as required
- Verification that all parties are aware of their rights and the procedures available to them

## **SPECIFIC TO SEXUAL VIOLENCE**

Additional actions to be taken by the staff member or administrator when an act of sexual violence is observed / reported:

- Listen to the person and allow them to speak freely at their own pace, while respecting their silences

- Take notes
- Refrain from attempting to guide the conversation or questioning the person
- Reassure the person
- Inform the administration as soon as possible
- Contact the Regional Director
- Call the Police

## **9) MONITORING AND EVALUATION**

- Annual review of incident / data
- Feedback from students and staff
- Update ABAV Plan annually (or sooner) if needed
- New ABAV Plan approved by Governing Board
- Summary report and updated ABAV Plan shared with EMSB and stakeholders via Centre website

## OTHER IMPORTANT INFORMATION

<b>Date of adoption by the Governing Board:</b>	
<b>Date of annual evaluation of data by the governing board</b>	By June 30, 2026
<b>Date of annual review of the ABAV Plan</b>	By June 30, 2026
<b>Principal's signature:</b>	
<b>Governing Board Chair's signature:</b>	
<b>Date:</b>	