 <b>Commission scolaire English-Montréal</b> <b>English Montreal School Board</b>		
<b>POLICY:</b>	<b>RESPONSE MECHANISM REGARDING VIOLENT STUDENT BEHAVIOUR – ADULT SECTOR</b>	<b>CODE: AEVS-5</b>
<b>Origin:</b>	Adult Education and Vocational Services	
<b>Authority:</b>	Resolution #96-04-23-4.1	
<b>Reference(s):</b>		

## POLICY STATEMENT

1. Each centre director, in conjunction with his/her staff, student/personnel team members (Appendix A) and/or other individuals (e.g. community personnel), shall respond to each case of violent student behaviour on an individual basis in an effort to resolve such problems at the centre level.
2. Certain violent behaviours (e.g. verbal violence) shall be addressed at the centre level via the collaboration of the individuals indicated in item #1 above.
3. The Board shall establish a Violent Behaviour Response Committee (VBRC) as follows:

a. *Aim*


The VBRC shall discuss cases of violent student behaviour and make recommendations of a disciplinary (e.g. suspension) and individual student advocacy nature (e.g. individual therapy).

b. *Members*

The members of the VBRC shall include the following individuals:

- i. the Director of Adult Education and Vocational Services (AEVS);
- ii. a delegate appointed by the Director of AEVS (Chairperson);
- iii. the Assistant Director of the Student Services Department or one of the other administrators in the department;
- iv. the Centre Director or the Assistant Centre Director and one other centre administrator;

- v. the Director of Community Services or his/her delegate.
- Invitees are to include:
- i. family representatives (with the consent of the student);
  - ii. the student;
  - iii. other professionals and/or community representatives (as deemed necessary).
4. Upon the recommendation of the Centre Director, students demonstrating violent behaviour, such as the following, shall be discussed by the VBRC:
    - a. a student who physically assaults another individual, with or without a weapon (e.g. gun, knife, baseball bat);
    - b. a student who is found in possession of a lethal weapon (e.g. an instrument which can cause injury or death);
    - c. a student with a history of violence who physically threatens another individual, with or without a weapon;
    - d. a student for whom all efforts within the centre have failed to effect any positive change in his/her violent behaviour and whom the centre director, after consultation with his/her immediate superior, wishes to have discussed by the Violent Behaviour Response Committee.
  5. The School Board shall not tolerate lethal weapons anywhere on its premises.
  6. In the case of students enrolled in AEVS programs but still considered under the Youth Regime (age or funding), the Council of Commissioners may expel a student from its adult and vocational centres where circumstances warrant, but only after having interviewed the student and his/her parents or legal guardian.
  7. When a student is under the Adult Regime, he/she can be expelled by decision of the centre director.
  8. A student's record regarding violent behaviour would be destroyed after five years.

 <b>Commission scolaire English-Montréal</b> <b>English Montreal School Board</b>		
<b>PROCEDURE:</b>	<b>RESPONSE MECHANISM REGARDING VIOLENT STUDENT BEHAVIOUR (ADULT SECTOR)</b>	<b>CODE: AEVS-5.P</b>
<b>Origin:</b>	Adult Education and Vocational Services	
<b>Reference(s):</b>		

## RESPONSE PROCEDURES

1. When confronted with violent student behaviour, the centre director shall enlist the assistance of his/her staff and/or student/personnel team members (Appendix A) in order to resolve such a problem at the centre level. The centre director may request the support of other resources (e.g. CLSCs, local organizations, etc.) in an effort to address a particular case of violent student behaviour.
2. In the event of specific violent student behaviours evidenced in the centre, the centre director shall respond in accordance with the 'level of response' and 'appropriate Board policy/law' as indicated in Appendix B. When necessary, the centre's established code of behaviour shall be applied in response to certain violent behaviours. Interventions within the centre may include disciplinary action (e.g. behaviour contract) and/or student advocacy provisions (e.g. counselling). The centre director shall ensure that a behaviour report is completed, indicating the measures undertaken by the centre to address the violent student behaviour (Appendix C).
3. If a student is found in possession of a lethal weapon (i.e. an instrument intended to cause injury or death), the centre director shall implement any one or more of the following measures, if deemed appropriate:
  - a. confiscation of weapon;
  - b. notification of parent, if applicable;
  - c. notification of police<sup>1</sup>;

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<sup>1</sup>Notification of police would not be limited to only this scenario.

- d. suspension/expulsion of student;
- e. referral to VBRC, if deemed warranted by the centre director;
- f. referral to appropriate resource person (e.g. counsellor, psychiatrist, social worker, etc.);
- g. referral to community organization and/or EMSB ethnocultural community school worker;
- h. any other measures as deemed appropriate by the centre.

**4. Referral Procedures re: Violent Behaviour Response Committee (Appendix D)**

- a. In the event of violent student behaviour, the centre director shall contact his/her immediate superior in order to advise him/her of the violent student behaviour(s).
- b. If a meeting of the VBRC is required, the centre director shall ensure that the attached VBRC referral form is completed (Appendix E) and submitted to the Director of AEVS.
- c. After the occurrence of violent behaviour by a student, the centre director shall institute appropriate disciplinary measures until such time as the VBRC has made its recommendations and an appropriate course of action is initiated.
- d. The Director of AEVS, whenever possible, shall convene a meeting of the VBRC within five (5) days after the case is verbally signalled to him/her. The VBRC shall subsequently make recommendations (Appendix F) which may include disciplinary action(s) and student advocacy provisions.
- e. In the event that the problem is still not resolved after the meeting of the VBRC, it shall be the responsibility of the Deputy Director General, after reviewing the original recommendations of the VBRC, to take such further measures as are warranted.

## **APPENDIX A**

### **STUDENT/PERSONNEL TEAM MEMBERS**

Members of the student/personnel team may include:

1. administrators (centre director, assistant centre director);
2. teachers;
3. psychologist;
4. guidance counsellor;
5. social worker;
6. ethnocultural community school worker;
7. representatives from community groups and/or organizations;
8. student(s).

**APPENDIX B**

<b>FORM OF VIOLENCE</b>	<b>LEVEL OF VIOLENCE (Centre and/or VBRC)</b>	<b>APPROPRIATE BOARD POLICY/LAW (where applicable)</b>
Verbal violence (e.g. insults, sarcasm)	Centre, community	3, 4
Discrimination	Centre, community	3
Sexual harassment (e.g. touching, unwanted propositioning, etc.)	Centre, community	4
Assault (e.g. threat of bodily harm)	Centre, community	1, 6
Physical violence (e.g. fights, physical assault, etc.)	Centre, VBRC, community	1, 4, 6
Possession of a lethal weapon	Centre, VBRC, community	6
Vandalism (e.g. broken windows, etc.)	Centre, community	5, 6
Theft and extortion	Centre, community	5, 6
Self-directed violence (e.g. suicide attempt, drug abuse)	Centre, community	1, 2
Child abuse and neglect (e.g. sexual and physical abuse)	Centre, community	1, 6

**EMSB POLICY / LAW**

1. Policy re: Suspected Child Abuse and Neglect
2. Policy re: Control of Absenteeism
3. Policy re: Racial Incidents
4. Policy re: Sensitive Interpersonal Situations
5. Policy re: Vandalism/Collection Procedures
6. Criminal Code

**DEFINITIONS**

1. Centre: use of all personnel who work at the centre level
2. VBRC: Violent Behaviour Response Committee
3. Community: community resources (e.g. CLSC, community organizations, etc.)

**APPENDIX C**

**REPORT RE: VIOLENT STUDENT BEHAVIOUR**

**IDENTIFICATION INFORMATION**

Name of Student: \_\_\_\_\_  
(Family Name)  
\_\_\_\_\_  
(Given Name)

Centre: \_\_\_\_\_  
Program: \_\_\_\_\_ Level: \_\_\_\_\_

**DESCRIPTION OF STUDENT'S VIOLENT BEHAVIOUR**

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**MEASURES UNDERTAKEN BY THE CENTRE TO ADDRESS STUDENT'S VIOLENT BEHAVIOUR**

For example: meetings, professional interventions, communication with parents if applicable, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

**FOLLOW UP**

Indicate outcome of above-mentioned interventions.

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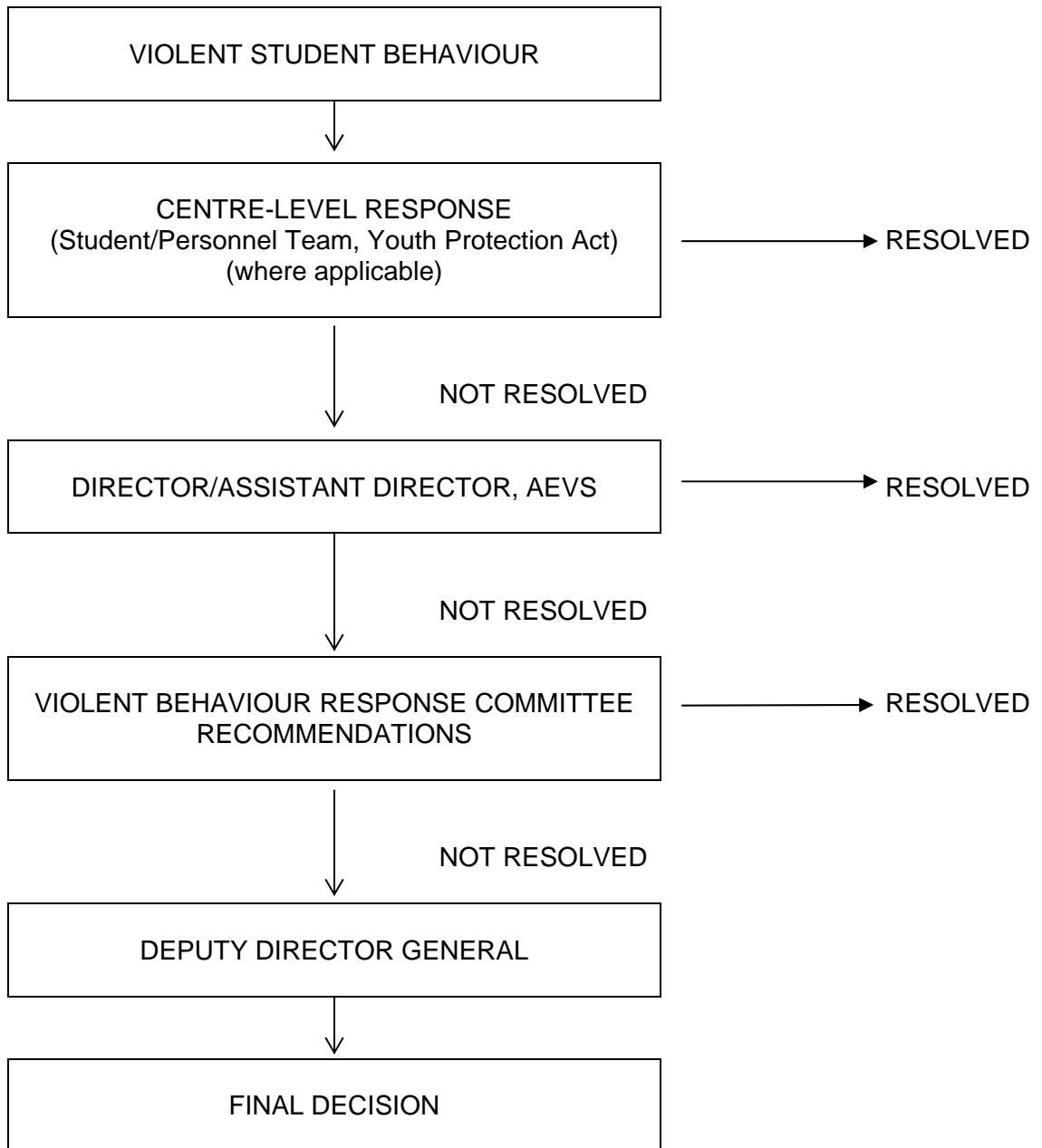
Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

**APPENDIX D**

**RESPONSE MECHANISM REGARDING VIOLENT STUDENT BEHAVIOUR**

**FLOW CHART**

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**8. DESCRIPTION OF STUDENT'S VIOLENT BEHAVIOUR**

Describe the student's history of violent behaviour and/or specific incident(s) which has (have) prompted this referral. (Please use a separate page if required.)

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**9. MEASURES UNDERTAKEN BY THE CENTRE TO ADDRESS THE STUDENT'S VIOLENT BEHAVIOUR**

Please include all centre initiatives undertaken to remedy the situation. Include professional interventions and recommendations, dates of meetings, correspondence with parents (if applicable), pertinent observations, copies of contracts or agreements that may have been signed, etc. (Please use a separate page if required.)

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**COMPLETED BY:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone No: \_\_\_\_\_

\_\_\_\_\_  
(signature of Centre Director)

\_\_\_\_\_  
(Date)

**APPENDIX F**

**TO BE COMPLETED BY THE VIOLENT BEHAVIOUR RESPONSE COMMITTEE**

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**Name of student:** \_\_\_\_\_

**Date of meeting:** \_\_\_\_\_

**Present at meeting:** \_\_\_\_\_

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\_\_\_\_\_  
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\_\_\_\_\_

**Recommendations:**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Completed By:**      **Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_