

## SAFE SCHOOL ACTION PLAN FOR THE YEAR 2017-2018

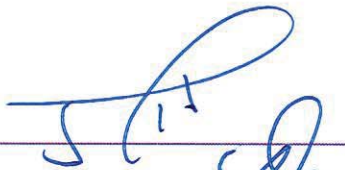

Level of instruction: Secondary I-V

Number of students: 915

Date of Action Plan revision: May 23, 2017

Date of Governing Board approval: May 29, 2017

Principal's Signature: \_\_\_\_\_

Governing Board Chairperson's Signature: \_\_\_\_\_

### Quebec Education Act (QEA)

**Bullying:** Any repeated direct or indirect behavior, comment, act or gesture, including in cyberspace, whether deliberate or not, 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:** 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.

### EMSB Safe Physical and Cyber Environment Policy (2013)

The English Montreal School Board (EMSB) believes that every member of its community has the right to learn and work in a safe physical and cyber environment. The EMSB advocates a strong safety and prevention focus which includes student education and support, as well as professional development as per the Quebec Education Program (Q.E.P.) and the EMSB's Strategic Plan.

## Our Safe School Action Plan

This plan outlines the measures for preventing and responding to acts of bullying and violence in our school in accordance with the EMSB Safe Physical and Cyber Environment Policy and the Quebec Education Act (QEA).

Royal West Academy is committed to providing our students with a safe and caring learning environment. We encourage all members of our school community to act with respect and kindness. Our school expects students, parents/guardians, and others who witness or learn about an act of violence or bullying to report it promptly, either directly or through a parent. All reports remain strictly confidential. The School Administration and the Student Services Department will take the necessary steps in investigating reports and ensuring the safety for those concerned within the school community.

## Safe School Team

Our Safe School team is working to ensure safety and maintain a positive school environment. Every year, members of our team review and update our Safe School Action Plan.

Our Safe School Team members are:

- |                     |                           |             |
|---------------------|---------------------------|-------------|
| • Tony Pita         | Principal                 |             |
| • Steven Manstavich | Vice Principal            | Coordinator |
| • Chantal Juhasz    | Vice Principal            |             |
| • Jaimie Dimopoulos | Guidance Counsellor       |             |
| • Michal Wineberg   | Guidance Counsellor       |             |
| • Howard Held       | Social Worker             |             |
| • Sadia Di Pietro   | School Community Animator |             |
| • Jan Mateus        | MindPOP Resource          |             |
| • George Fowler     | Child Care Worker         |             |
| • Caitlin O'Brien   | Child Care Worker         |             |
| • Samira Chawki     | Teacher                   |             |



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### **School Climate**

Assessing the school climate helps us understand how safe students feel in their learning environment and allows us to reflect on what improvements we can make to reduce the potential of bullying and violence. Our school collects data from the following sources:

- Tell Them From Me Survey
- Disciplinary sanctions related to violence and bullying
- Frequency of mediation sessions involving students.

Based on our data analysis, we have established the following priorities for the coming school year:

- Maintain communication between staff and students by continuing to foster positive relationships within the framework of our curricular and extracurricular programs
- Increase awareness of staff and students regarding bullying by using the prevention strategies outlined in this document
- Educate staff and students by integrating social justice issues, specifically bullying and violence, in specific curricular subject areas
- Decrease the rate of students who experience victimization resulting from bullying (as reported via TTFM) by promoting an environment of tolerance and acceptance through the ERC/Ed. Tech./ Visual Arts/ ELA curriculum and through a variety of activities, programs, and events

### **Prevention**

As part of a wider effort to increase protective factors and educate on issues related to bullying and violence, our school may implement, among others:

- Bullying Awareness Week
- Pink Shirt Day
- Tolerance Caravan Workshops
- #GOALS (Gearing up to Overcome Anxiety in Life and School) Workshops
- SPVM Workshops on bullying and cyberbullying (all Sec. 1 students)
- Secondary 1 Parent Seminar – Safely Navigating Social Media
- Staff sensitization to social pressures regarding academic standings and Individualized Education Plans
- ERC/Visual Arts/Ed. Tech./ELA curriculum
- The roles and responsibilities of every student related to bullying are included in the Student Agenda and Course Selection Form
- Promotion and enforcement of moral and legal obligations of reporting incidents of bullying
- Mediation Program (via Student Services Department)
- Anonymous Bully Box
- United States Holocaust Memorial Museum Visit (all Sec. 3 students)
- Holocaust Remembrance Day
- MindPOP seminars
- Words Matter Workshops
- Choices Program (issues of consent within relationships and power dynamics with all Sec. 2 students)
- 911 Memorial (all Sec. 5 students)

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### **Collaborating with Families**

Through such means as parent seminars, inclusion of RWA student rights and responsibilities in the Student Agenda, newsletters posted on the school website, and individual meetings, our school will actively support and encourage families to be engaged in a partnership in efforts to prevent, detect, and resolve incidents of bullying and violence.

### **Response Procedures**

Our school is committed to ensure that professional and teaching staff members receive ongoing training on how to respond appropriately when witnessing or being made aware of harmful behaviours. Claims of bullying and violence will be investigated according to guidelines established in this plan. Emphasis will be on assuring safety, promoting accountability with consideration to mitigating factors, and repairing harm.

### **Reporting Procedures**

The protocol for reporting incidents of bullying and or violence will be described in the student agenda and on the school's website. The protocol will explain that:

- All reports of bullying are kept strictly confidential.
- Students or their parents are required to report any acts of bullying.
- Anonymous Bully Box available to students.

### **Measures to Protect Confidentiality**

Our school pledges to take steps to protect the confidentiality of persons involved (victim, perpetrator, witness) in a bullying or violent incident. Our staff and families will be reminded that they are to share information about an incident strictly on a need to know basis with consideration to the feelings and privacy of individuals. Reports will be kept confidential in a secure location. Police may be contacted, however, when a criminal act or threat of a criminal act may be involved.

### **Supervisory & Support Measures**

Our school professionals and staff may take the following steps to support any student who has been involved in, targeted, or affected by bullying behaviors:

- Consultation with Guidance Counsellor and other appropriate school professionals.
- Mediation sessions
- Meeting with parents/guardians
- Relevant educational activities for students
- Monitor and follow-up after resolution



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### **Disciplinary Measures**

If after investigation, claims of bullying or violence are confirmed, the Vice-Principal will determine what disciplinary measures will be required. Students may be referred to a mediation session with the school guidance counsellors, if both students agree. The school's disciplinary measures will be formative, fair (considering the nature, severity & frequency of act as well as any other mitigating factors), and respectful of legal requirements regarding the confidentiality of students.

In line with the EMSB Safe Physical and Cyber Environment policy, police may be contacted when a criminal act or threat of a criminal act may be involved.

### **Follow-Up Measures**

Our school will take necessary steps to protect students from harm or retaliation after an incident has occurred. The school will ensure a proper follow-up by:

- Safe School Action Team Member

### **For more information or inquiries, please contact:**

To discuss any concerns or to report suspected acts of bullying or violence please contact:

T. Pita	Principal	tpita@emsb.qc.ca	514-489-8454
S. Manstavich	Vice Principal	smanstavich@emsb.qc.ca	514-489-8454
C. Juhasz	Vice Principal	cjuhasz@emsb.qc.ca	514-489-8454

### **Resources**

We encourage members of our school community to be informed on bullying and violence prevention by consulting the following:

- <http://www.preynet.ca/>
- <http://www.mels.gouv.qc.ca/en/log-in-to-the-positive/>,
- [www.NeedHelpNow.ca](http://www.NeedHelpNow.ca)
- [getcybersafe.ca](http://getcybersafe.ca)
- [gendercreativekids.ca](http://gendercreativekids.ca)