

JAMES L YNG HIGH SCHOOL

Urban Arts for Inspired Minds

Level of instruction: *Secondary*

Number of students: *160*

Date of GB approval: *June 9th, 2016.*

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.

Principal's Signature:



Governing Board Chairperson's Signature:



SAFE SCHOOL ACTION PLAN 2016-2017

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).

- *Our school 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 towards others.*
- *Our school expects students, parents/guardians and others who witness or learn about an act of violence or bullying involving a student to report it promptly.*
- *Our school administration will take the necessary steps in investigating reports and ensuring safety for those concerned.*

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 and contributors this year have included:

- *Derrek Cauchi, Principal*
- *Nadine Pomilio, Vice-Principal*
- *Jenn Clarke, Vice-principal (Interim)*
- *Mandy Moreno, Guidance Counsellor*
- *Stephanie Kaplan, Guidance Counselor (Interim)*
- *Mikaella Goldsmith, Community Liaison Agent*
- *Maria Di Stavalo, Parent-Student Animator*
- *Steve Edwards, Mediator*
- *Jake Roberts, teacher*
- *Mark Pfleeger, teacher*

SAFE SCHOOL ACTION PLAN 2016-2017

- Amy Karawi, teacher
- Ariel Ralph, student
- Constable Alex Mitu

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:

- Student Surveys (ex. Tell Them from Me)

- Records of Disciplinary Interventions

- Incident Reports

- Feedback from Parents

- Focus Groups led by counsellors, ccws, animators dealing with personal, spiritual, family, motivational concerns that include: illness, divorce, finances, anger, sexual orientation, relationships, substance abuse...

Priorities

Based on analysis and consensus, we have established the following priorities for the coming school year:

- To increase the sentiment of safety during recess and lunch time with greater emphasis on specific ECA's, and less transition (integrated Homeroom in P2).
- To provide alternatives to the conventional academic model through increased vocational program, and adapted, urban arts inspired curriculum.
- To begin monthly level meetings and/or reporting to discuss student's performance and to create level-based action plans.
- To expand the REACH program to all levels and to have a one day mandatory attendance for students late twice or more in a 5-day week.
- To increase awareness on internet safety by providing a series of information sessions in the classroom.

Prevention

As part of a wider effort to increase protective factors and educate on issues related to bullying and violence, our school will continue involvement with initiatives that promote and reinforce:

- Increased sense of belonging for girls through targeted support and ECA's.
- Bullying Awareness Workshops
- Project ORACLE
- Continue to include the school code of conduct in the student agenda and display it as well on the school website.
- Youth Fusion

Collaborating with Families

SAFE SCHOOL ACTION PLAN 2016-2017

Families are instrumental in helping schools prevent, detect and resolve incidents of bullying and violence. Through such means as organized events, distribution of information, automated messages, newsletters posted on the school website and Facebook page, presentations and individual meetings, our school will actively support and encourage families to:

- Recognize signs of distress in their child.
- Understand the difference between conflict and bullying.
- Report suspected acts of bullying or violence to the school administration.
- Reinforce pro-social behaviours in their child/youth.
- Collaborate with school staff in finding solutions if their child is involved in acts of bullying or 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 by the EMSB and in our school. Emphasis will be on assuring safety, promoting accountability with consideration to mitigating factors, and repairing harm. Please see the attached document entitled: *EMSB Safe school Response and Complaint Procedure*.

Reporting Procedures

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

- *Students are provided with confidential, safe and age-appropriate ways to report an incident (e.g. by talking to a staff member, by submitting a note in a designated box, etc).*
- *Staff members complete a reporting form to alert the administration to investigate and follow up promptly after an incident has occurred.*
- *Parents/guardians can report to (their child's teacher, school administrator, behaviour technician...) in person, with a direct phone call or by email*

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.

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 counselor and other appropriate school professionals, including our socio-community police officer.*
- *Meetings with parents/guardians to reinforce social skills building activities at home.*
- *Mediation that may include Restorative Justice practices and Peer-mediation.*

SAFE SCHOOL ACTION PLAN 2016-2017

- *Mentoring via an approved organization/person.*
- *Counseling that may include referral.*
- *YMCA alternative to suspension program.*
- *Provide relevant educational activities and CCW support for students.*

Disciplinary Measures

If after investigation, claims of bullying or violence are confirmed, the principal or designee will determine what disciplinary measures will be required. The school's disciplinary measures will be formative, fair (considering the nature, severity & frequency of act as well as any other mitigating factors) and respect both the dignity and legal requirements regarding the confidentiality of students.

Any sanction must be based on a respect for the dignity and well being of those most immediately concerned. Measures are an extension of support and may include: Mediation, Reach, In-school suspension, YMCA-alternative to suspension, Restorative Justice, suspension.

In line with the EMSB Safe Physical and Cyber Environment policy (please see **attached guidelines for the Principal to follow**) an *Educational Placement Committee* meeting may be scheduled and police may be contacted when a criminal act or threat of a criminal act is evident or possible.

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:

- Documenting the investigation process, interventions and communications with parties involved.
- Maintaining communication with families and students involved in the incident.
- Verifying that support services are offered as required.
- Checking in with students to ensure well-being and to prevent escalation or retaliation.
- Providing educational services to the wider school population if the incident reflects a larger problem within the school.

For more information or inquiries, please contact:

Ms. D. Leibovici, Violence Prevention Consultant, EMSB.

Tel. 514-483-7200 (ext. 7434).

SAFE SCHOOL ACTION PLAN 2016-2017

Resources

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

- <http://www.pprevnet.ca/>
- <http://www.mels.gov.gc.ca/en/log-in-to-the-positive/>
- www.NeedHelpNow.ca
- protectchildren.ca