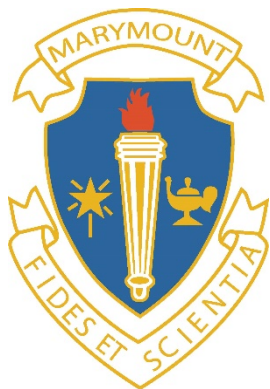


SAFE SCHOOL ACTION PLAN FOR THE YEAR 2018-2019



Marymount Academy International

Safe School Action Plan

2018-2019

Level of instruction: Secondary 1-5

Number of students: 409

Date of Action Plan revision: June 12th, 2018

Date of Governing Board approval: June 21st, 2018

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).

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:

- J. Fequet - Principal (Safe School Team Coordinator)
- C. Eggimann - Guidance
- R. Rosmond – Behavioural Technician
- A. Kim – International Students Coordinator
- R. Ouwendyk - Teacher

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 Student Survey
- Student disciplinary Files

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

- **To increase the rate of students who report feeling safe attending school**
- **To increase the rate of students who report a positive sense of belonging**
- **To address increasing student anxiety**

Prevention

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

- Increase vigilance and supervision of students throughout the school during times of transition and after school by assigning outside supervision duty after school.
- Introduce a Girls Club to specifically address girl's issues.
- Introduce pro-social learning / prevention initiatives on a regular basis during lunch hour (LOVE Program)
- Provide more ECA opportunities for students after school hours
- Include more level wide, social outings for students throughout the school year
- Student Council with representatives in every homeroom
- Increase student participation in our Leadership Program
- Establish a Student Ambassador Program to help with the integration of international students.
- Establish a Peer Tutoring Program through our STEP Resource Centre
- Increase the number of workshops/activities aimed at reducing student stress (ie. Pet Therapy)

Collaborating with Families

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

- Encourage their children to take part in the activities mentioned above.
- Be supportive and work in partnership with the school when incidents occur.
- Engage in school activities that include parent involvement (sporting events, music concerts)
- Be active participants in their child's overall academic career by attending Parent-teacher interviews, be active in the creation of the IEP, etc...

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 our school. 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:

- Bullying is not tolerated, in any form, in our student population. This is applicable both **inside and outside** the school, **during and outside of school hours**, so long as **both parties are students of Marymount Academy International**.
- An investigation will begin once a claim of bullying or violence is reported. Students may speak to their teachers, to support or professional staff, or another adult, but the report must be brought to administration, either by the receiving adult, or the student themselves.
- If the bullying claim is confirmed, immediate consequences will follow. Whether action is taken and the nature/degree of action is at the discretion of the administration. In follow up, appropriate supports will be put into place to ensure the issues leading to the incident are resolved.
- Cases that may be criminal in nature may involve law enforcement. Note that criminal consequences will not replace school consequences.

SAFE SCHOOL ACTION PLAN FOR THE YEAR 2017-2018

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:

- Individual consultations with students through guidance (confidential)
- Referral to outside professional services for one or both parties
- Peer mediation, (when appropriate)

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 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:

- Ensuring that any legal measures put in place are respected (ie. Court orders)
- Continued regular meeting with guidance, as necessary
- Consultation with staff on prevalent issues to increase awareness of particular issues or to generate new strategies to address identified problems.

Resources

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

- Bill 56 Legislation - <http://www.education.gouv.qc.ca/en/contenus-communs/education/bullying-and-violence-in-the-schools/bill-56/>
- EMSB Mental Health Resource Centre - <http://www.emsb.qc.ca/mhrc/>
- Kids Help Phone - <https://www.kidshelpphone.ca/Teens/InfoBooth/Bullying.aspx>

For more information or inquiries, please contact:

James Fequet – Principal
514-488-8144
jfequet@emsb.qc.ca