

SAFE SCHOOL ACTION PLAN FOR THE YEAR 2017-2018

JOHN F. KENNEDY HIGH SCHOOL

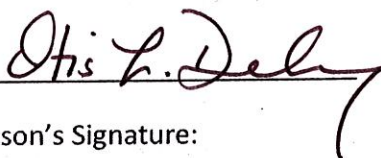
Level of instruction:

Number of students: 297

Date of Action Plan revision: February 20th, 2018

Date of Governing Board approval: February 20th, 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.

English Montreal School Board (EMSB) Policy

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.

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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).

At John F. Kennedy High School we believe that each student is a unique individual with the potential to succeed in both a social and educational setting. Fostering self-esteem, pride and achievement will lead to the development of students who are active, independent and productive members of the school, their family, and society.

Code of Behaviour

Students are expected to address all school personnel politely and to show proper respect when dealing with any member of the school staff or with his/her fellow students.

Individual development, individual responsibility, and respect for all is at the root of our philosophy. Our code of behavior reflects this commitment.

We expect all members of our school community – students, teachers and parents/guardians to set an example, which will result in a positive learning environment at John F. Kennedy. Our goal is to have an environment that is free of violence, racism, illegal substances, and harassment

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:

Otis L. Delaney	Principal
Vito Campbell-Guerriero	Vice-Principal
Stefan Kazamias	Teacher
Max Canuel	Teacher
Betty Stamatakos	Guidance Counsellor
Aaron Durocher	Spiritual Animator
Gerry Tullio	Project Officer (Mentoring)
Brianna Johan	Student Delegate
Maria Hamade	Student Delegate

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:

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

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Tell Them From Me Survey

This is a survey that is given to our students from Secondary 1 – Secondary 5. The purpose of this survey is to collect data about students' feelings and well-being in school. We plan to conduct this survey in March 2018.

Suspension

As a last resort, and if it is deemed necessary, a student may be suspended. A suspension may be in school or at home, to be determined by the Administration.

Incident Reports

Behaviour incidents may be reported to the office by teaching and/or non-teaching staff. Informal Incidents may be reported and these reports are kept on file.

Multi-Disciplinary Team Meetings

Confidential meetings to discuss students "At Risk". These meetings involve the following people: Administration, Guidance Counsellor, Behaviour Technician, Spiritual Animator, Social Workers, and Project Officer (Mentor). The purpose is to come up with solutions that will help the students to overcome academic and behavioural challenges.

The team will analyze the data in order to identify the areas of concern and establish priorities based on this data.

Our goal is to prioritize and identify areas of concern.

- Reduce incidents of bullying during transition periods
- Improve communication between staff and students
- Develop a Sense of Belonging amongst students
- Build awareness around issues of bullying with staff and students
- Improve communication amongst parents and other educational stakeholders
- Responsible and respectful use of communication technologies. Prevention of Cyberbullying.
- Counsellor, Behaviour Technician, Spiritual Animator, Social Workers, and Project Officer (Mentor). The purpose is to come up with solutions that will help the students to overcome academic and behavioural challenges.

The Safe School Team acts as part of a collective effort to increase protective factors and to educate all stakeholders on issues related to bullying and violence. Our school will focus on the following two priorities:

1. Bullying/Exclusion
2. Positive Engagement/Motivation

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Prevention

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

EXISTING

- Extensive Lunch and Afterschool Programs
- Drug and Alcohol Awareness Programs
- Mentoring Program
- Project Lift (Leadership Integrity For Teens Foundation)
- Project Love (Leave Out Violence)
- Project Word
- Ami-Quebec Presentation
- MADD Presentation
- Herzl Institute
- Portage Presentations
- Presentations with the Community Officer Terri Cocco Station #30
- Bill 56 Entente with Station #30
- Hockey4Youth
- Alternative to Suspension Program
- Music Therapy
- Art Therapy
- YMCA Plus One Mentoring Program
- Life Coach (Ethics Classes)
- Workshops on Healthy Relationships

PLANNED

- Project Promise “Islamophobia”
- LGBTQ Straight and Gay Alliance
- Parent/Guardian Information Sessions
- Sexting Workshop and Presentation for Students
- Educating the school community on Cyber Bullying

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:

EXISTING:

- Ongoing communication with parents
- Keeping parents informed of incidents or concerns regarding their child
- Governing Board

PLANNED:

- Workshops

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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.

Where it is the bully's first act of bullying, the bully may be subject to discipline by the Administration, which may include, but not limited to, any of the following specific or combined forms of discipline:

1. An apology in writing to the victim as well as a copy on the file
2. A verbal apology to the victim
3. Detentions after school for a period of time to be determined
4. Banning from activities at John F. Kennedy for a period of time to be determined by Administration.
5. Suspension from John F. Kennedy High School for a period of up to 5 days to be determined by the Administration.
6. In any given case, the Administration reserves the right to refer the bully for a case conference with the EMSB for immediate relocation from John F. Kennedy High School, or any other action deemed necessary.

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:

EXISTING:

- EMSB Safe School Policy
- JFK Code of Conduct
- Anti-Bullying Policy
- Restrictive access to student files to protect confidentiality
- Parents/guardians can report an incident that they are aware of to the school administration or a staff member in person, with a direct phone call or by email
- All reports (written or verbal) concerning bullying or other acts of violence will continue to be treated with confidentiality in keeping with the safe school policy and youth protection act

PLANNED:

- Professional development to properly train all staff to react appropriately to any incident of bullying or violence.

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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.

- Administrator's Office

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:

The following staff members are available to any student that wishes to report an act of bullying. In addition, their presence in the school provides ongoing supervision and monitoring of any situation of concern.

Following the reporting, the staff members listed below would continue to support the any student who has been involved in, targeted or affected by bullying behaviors.

EXISTING:

- Team of Teachers
- School Administration
- Guidance Counselling Services
- Social Worker
- Health & Wellness Educator/Counsellor

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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.

Following an investigation, if, claims of bullying are confirmed, the Principal or other selected staff member will determine what disciplinary measures will be required.

The school's disciplinary measures will be 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 addition, the disciplinary measures will provide an opportunity for learning from one's actions as to enable all parties to grow as citizens of our society.

Furthermore, as stated in the **EMSB Safe Physical and Cyber Environment** policy the police may be contacted when a criminal act or threat of a criminal act may be involved.

EXISTING:

- . Administration/Parent Meetings
- . Detention
- . Community Service
- . Suspension
- . Counselling
- . Anger Management
- . Mediation through Counsellors
- . Administration/Parent or Guardian Meetings
- . Course Change/Locker change
- . Progress Reports and review with staff involved through Guidance Office.
- . Alternate to Suspension Program
- . Contacting community officer if needed

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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:

School Administration

Community Officers

- **Guidance Counsellor**

For more information or inquiries, please contact:

Otis L. Delaney (Principal) (514)374-1449

Vito Guerriero (Vice-Principal) (514)374-1449

Resources

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

- <http://www.prevnet.ca/>
- <http://www.mels.gouv.qc.ca/en/log-in-to-the-positive/>,
- www.NeedHelpNow.ca
- www.tolerance.org