

SAFE SCHOOL ACTION PLAN FOR THE YEAR 2022-2023

VINCENT MASSEY COLLEGIATE

Level of instruction: <b>HIGH SCHOOL</b>
Number of students: <b>806</b>
* Date of GB approval: <b>Thursday, January 26, 2023</b>
* Date of Action Plan revision: <b>Thursday, January 26, 2023</b>

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.

**EMSBSafe Physical and Cyber Environment Policy (2013)**

The English Montreal School Board (EMSBS) believes that every member of its community has the right to learn and work in a safe physical and cyber environment. The EMSBS 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 EMSBS'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).

*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 are:

- Ms. Franca Cristiano – *Principal*
- Mr. Vince Timpano - *Vice Principal*
- Mrs. Chantal Juhasz - *Vice Principal*
- Ms. Cassandra Bauco - *Teacher*
- Ms. Rachel Legg-Goldman - *Teacher*
- Mr. Vincent Gagnon – *Teacher*
- Mr. Justin Rapa – *Teacher*
- Ms. Andrea Devico - *Special Education Technician*
- Ms. Corina Romeo - *Special Education Technician*
- Mr. Steven Welch - *Special Education Technician*
- Ms. Sirena Latreille – *Pupil Attendant*
- Mr. Benoit Hébert - *Youth Counsellor*
- Ms. Vanessa Zappitelli - *Guidance Counsellor*
- House Council Members
- Victoria Della Cioppa - *Project Development Officer, School Climate & Violence Prevention Consultant*

## ***SAFE SCHOOL ACTION PLAN FOR THE YEAR 2022-2023***

### **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:

- **Administrator observations and reports**
- **Student Services team observations and reports**
- **Teacher observations and reports**
- **Suspension logs**
- **Student behavioral tracers**
- **Learning Bar Survey**
- **Bus incident reports**

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

#### **MAINTAIN**

- **Continue to provide an environment of belonging and acceptance through the curriculum, scheduled activities, and student involvement in extracurricular activities.**

- **Continue to foster a school environment where students feel comfortable talking to and seeking support from staff.**

#### **IMPROVE**

- **Mental health awareness (i.e. help educate students and provide tools & strategies to help them balance their school, social, and personal lives).**
- **Digital citizenship, netiquette, using social media in a positive, safe, and appropriate manner.**
- **Increase awareness through education regarding all forms of bullying and harassment.**
- **Foster a school environment where all students and staff feel safe, and everyone feels free to be open and share with each other.**
- **Continue to create an inclusive environment.**
- **Increasing student representation on the SAFE SCHOOL ACTION COMMITTEE**

### **Prevention**

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

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- Continue to print the School Code of Conduct and Anti-Bullying Pledge in the student agenda and display it on the school website.
- Develop ways to help students build resiliency. Student representatives are invited to discuss such measures with staff.
- Create common visuals for classrooms (i.e. posters about self-care and T.H.E. R.A.M.S. pledge).
- Organize a Secondary 1 Nature Trip to facilitate students' transition from elementary school to high school and to help make new friendships.
- Organize Canadian Red Cross' Anti-Bullying RespectEd program "Beyond the Hurt" workshops.
- Organize workshops on bullying, cyber bullying and healthy relationships (e.g. SPVM Socio - Community officer).
- Conduct mediations amongst students led by Special Education Technicians.
- Offer the Alternative to Suspension Program.
- Consult with our Spiritual Community Animator for ideas regarding SSAP.
- Organize House System activities that encourage school spirit.
- Organize stress reduction themed weeks in the library.
- Schedule information sessions and workshops on the effects and dangers of social media, vaping, impaired driving, drugs, and gambling.
- Offer leadership camp excursions (e.g. Camp Papillon).
- Organize study skills, stress, test anxiety, time management & coping workshops.
- Organize classroom visits with the school nurse to discuss health and wellness.
- Organize annual Pink Day campaign and celebration.
- Sexual Education presentations and workshops.
- Organize/offer workshops and ongoing educational presentation regarding LGBTQIA2S+ topics for students.
- Raise VMC Pride awareness and promote informative activities.
- Follow the Québec Charter of Human Rights and Freedoms, use the first name and pronouns requested as corresponding to the students self-identified gender identity. The right to confidentiality and respect for the privacy of trans and non-binary students must be protected.
- Organize cultural/religion sensitivity training and systemic racism education/awareness for students and community at large.
- Offer information about where to get support and resources.

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- **Create a calendar that includes information about activities and post it on the VMC website.**
- **Organize T.H.E. R.A.M.S. lunchtime and ERC classroom activities.**
- **Promote Netiquette: Guidelines for respectful online behavior.**
- **Ensure understanding of when and how to safely use tools and resources from the worldwide web network (21<sup>st</sup> century classroom).**
- **Acknowledge students who were instrumental in stopping/preventing acts of violence.**
- **Organize workshops that address micro-aggression situations between peers and that lead to exclusion.**
- **Organize workshops that indicate to students how to be respectful toward staff members.**

### **Equity, Diversity, and Inclusion**

*Our school is committed to addressing various forms of violence and bullying, including harassing behaviours that target perceived aspects of a person's identity (i.e., body size, exceptionality, sexual orientation, gender and gender expression, skin colour, ethnicity, religion, language, culture, socio-economic class). We are committed to fostering an inclusive school environment by:*

### **Collaboration with Families**

Families are instrumental in helping schools prevent, detect, and resolve incidents of bullying and violence. We will use various means such as, organized events, distribution of information sheets, newsletters posted on the school website, presentations, and individual meetings to inform parents about bullying and the role they can play in supporting their child. Based on the priority outlines for the academic year, our school will actively support and encourage families to:

- **Recognize signs of distress in their child.**
- **Understand the difference between conflict and bullying.**
- **Reinforce prosocial behaviours in their children.**
- **Collaborate with school staff in finding solutions if their child is involved in acts of bullying or violence.**
- **Adhere to our Code of Conduct.**
- **Acknowledge anti-bullying pledge in the agenda.**
- **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.**

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### **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. talking to a staff member in person or virtually).**
- **Staff members report and alert the administration promptly after an incident has occurred, as well as ensure appropriate follow up with all parties involved.**
- **Parents/Guardians can report to any staff member by phone, email or in person.**
- **Suspension logs and tracers will be kept and referred to by administration.**

### **Measures to Protect Confidentiality**

Our school pledges to take steps to protect the confidentiality of **any** 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.

- **As per Safe School Policy, confidentiality must be protected.**
- **All confidential documents are kept in the office of an administrator or guidance counsellor.**

### **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 behaviours:

- **Consultation with guidance counsellors.**
- **Meetings with parents/guardians to reinforce social skills building activities at home (i.e. post-suspension reintegration).**
- **Provide relevant educational activities for students.**
- **Review Safe School Policy.**
- **Consult school social worker.**
- **Work with special education technicians for mediations.**
- **Meet with spiritual community animator.**
- **Connect with senior house leaders.**
- **Encourage participation in community service.**
- **Connect with T.H.E. R.A.M.S. & RespectED Ambassadors.**

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- **Suggest the Alternative to Suspension Program.**
- **Work with our SPVM socio-community officer.**

### **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 is involved.

- **Suspension (in school/at home).**
- **Mandatory counselling/mediation.**
- **Community Service.**
- **Letter of apology/reflection.**
- **Student contract/probation/tracers.**
- **Removal of certain privileges (e.g. cultural or sport activities, level trips).**

- **Meeting with parents/guardians.**
- **Reporting to school on a pedagogical day.**
- **Alternative to Suspension Program.**
- **School transfer.**
- **Communication with local authorities.**

### **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 prevent escalation or retaliation.**
- **Providing educational services to the wider school population if the incident reflects a larger problem within the school.**

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- Assessing progress through staff observations.
- Scheduling follow-up meetings with guidance counsellor and/or social worker, student services.

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

- Mrs. Franca Cristiano (Principal)
- Mr. Vince Timpano (Vice Principal)
- Ms. Chantal Juhasz (Vice Principal)

### **Resources**

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

- <https://kidshelpphone.ca/>
- <http://www.prevnet.ca>
- [www.NeedHelpNow.ca](http://www.NeedHelpNow.ca)
- <http://www.redcross.ca/what-we-do/violence-bullying-and-abuse-prevention/courses/introduction-to-respected-violence-abuse-prevention>
- <http://www.assnat.qc.ca/en/travaux-parlementaires/projets-loi/projet-loi-56-39-2.html>
- <https://headandhands.ca/>
- <http://suicideactionmontreal.org/en/>
- <https://www.chabadlifeline.com/>
- <https://amiquebec.org/>
- <https://www.missingchildrensnetwork.ngo/>