

Appendix to Element 6: Measures to Ensure and Protect Confidentiality

A Laval Senior Academy Student must:

- Intervene in order to stop the situation **if he/she feels safe** or immediately seek an adult;
- Make her/himself available to report the incident;
- Refrain from photographing or filming an incident;
- And report to an adult any imminent act of bullying or violence.

A Laval Senior Academy staff member must:

- Put an end to the incident **if it is safe**;
- Seek appropriate additional help if **the situation is not safe**;
- Declare the expected behavior;
- Gather relevant information about the situation and those involved;
- Document the incident by filing a report to the administration;
- And make her/himself available to report the incident.

Appendix to Element 9: Follow-up Protocol

Upon receiving a report or complaint concerning an act of bullying and violence, Laval Senior Academy shall:

- Investigate, calling on individuals either involved or witness to the event;
- Document the event using Memo management;
- Assesses the proper intervention;
- Inform the respective parents of the event if deemed necessary;
- And ensure the reintegration plan is followed.