

SAFE SCHOOL ACTION PLAN FOR THE YEAR 2017-2018

Level of instruction: Elementary School

Number of students: 171

Date of Action Plan revision: May 30, 2017

Date of Governing Board approval: *June 13, 2017*

Principal's Signature: *D. Digne*

Governing Board Chairperson's Signature: *J. J. J. J.*

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.

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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).

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:

Athina Zambelis (Staff Assistant)	Sean Reddy (Behaviour Technician)
Maja Dousett (Teacher)	Rita Marino (Tutor)
Scott Danovitch (Teacher)	Pina Portaro (Daycare Technician)
Elisabeth Chudobey (Teacher)	Lena Moise (School Psychologist)
Vicki Theophilopoulos (Teacher)	Guy (Peter) Alphord (Caretaker)
Silvana Crigna (School Principal)	

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' survey (grade 4 & 6)*
- *Staff feedback & observations*
- *Review of school incident reports*
- *Student feedback through discussions with school team*
- *Input from student class representatives*

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

- *To increase the capacity of the adults to respond effectively when witnessing acts of bullying or violence through a series of professional development training sessions.*
- *To better prevent incidences of bullying during recesses and gym class by adopting active supervision practices.*
- *To develop student's understanding of healthy relationships on and offline through the adoption of the 'KIDS IN THE KNOW' program (www.kidsintheknow.ca).*

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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 continue to provide:

- *A clear code of behaviour with a section specifically targeting bullying*
- *A peer mediation and social skills groups led by behaviour technician*
- *A bus safety program*
- *The 'Unité sans Violence' program for Grade 6 students*
- *Structured games and play activities in playgrounds for recess and lunch*
- *The 'LOVE' (leave out violence) project*
- *A leadership program*
- *Discipline, respect and life skills through Karate for cycle 3 students*
- *Workshops for Cycle 2 & 3 students to promote positive friendships*
- *Student mentoring support (positive male role models)*
- *Big Brother & Big Sister program*

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 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 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 any claims of bullying or violence incidents should be reported directly to staff or principal.

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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.

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:

- *Social and peer mediation groups administered by the behaviour technician at recess and lunch recess*
- *Support services provided by the school psychologist & social worker.*
- *Behaviour technician and/or principal meets with the student who was bullied.*
- *Follow up with class or grade involved*
- *Frequent follow ups by teacher of student*
- *Intervention services as required (school social worker, psychologist etc.)*

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.

The consequences will vary depending on context and on the level the child is in. The following is a list of possible consequences by cycle:

Kindergarten:

Removal of 15 minutes of daily play time, and a written note in the agenda;

Suspension of daily activities, and a call to parents;

Child is sent to the office for immediate action.

Cycle 1:

Student is given a reflection sheet. It is to be sent home and signed.

Intervention by a staff member, followed by a discussion at recess along with a written note in the agenda;

Loss of recess privileges – either walk with the teacher or stay in, and a call to parents;

Meeting with the staff member who dealt with the situation, the child, the parents and the principal. The child may be suspended from one to five days.

Cycle 2:

Student is given a reflection sheet. It is to be sent home and signed.

Student asked to write about empathy.

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Meeting with the staff member who dealt with the situation, the child, the parents and the principal. The child may be suspended from one to five days.

Cycle 3:

Student is given a reflection sheet. It is to be sent home and signed.

Letter of apology to victim to be read at the office;

Restitution for damages caused: buddy for the day and supervised discussion;

Meeting with the staff member who dealt with the situation, the child, the parents and the principal. The child may be suspended from one to five days.

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.*

Resources

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

<https://kidshelpphone.ca/>

<http://www.education.gouv.qc.ca/en/current-initiatives/bullying-and-violence-in-the-schools/bill-56/>

<http://www.prevnet.ca/>

<http://www.rcmp-grc.gc.ca/cyco-cpci/bul-inti/index-eng.htm>