

SAFE SCHOOL ACTION PLAN 2022-2023

Edinburgh Elementary School

Level of instruction: Primary School

Number of students 311

* Date of GB approval: **December 13, 2022**

* Date of Action Plan revision: **November 25, 2022**

Principal's Signature: _____

Governing Board Chair'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.

SAFE SCHOOL ACTION PLAN 2022-2023

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).

Edinburgh 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:

- Gaetano Sifoni – Principal
- Maria Lloyd – Behavior Specialist
- Jean-Michel Brunet – Teacher (*Staff Assistant*)
- Geneviève Hébert – Teacher (*Staff Council Chair*)
- Avra Wiesenthal – Teacher (*OurSchool Survey Facilitator*)
- Marco De Crescentis – BASE & Lunch Technician

School Climate

Assessing the school climate helps us understand how safe students feel in their learning environment. It allows us to reflect on what improvements we can make and how we can build interpersonal relationships, engage students socially, and foster emotional and physical safety. Our school collects data related to school climate, primarily, by using The OurSCHOOL Student Survey. Students in Grades 4-5-6 complete the survey on a voluntary basis in order to identify, among other things, their perception of bullying and sense of school security. Other sources that our school uses to collect data are:

- Consistent dialogue between staff members, with bus drivers and/or lunch & daycare staff
- Student letters of reflection and register of referrals to the office for bullying and violent behaviours
- The review and analysis of data related to bullying/violence at the school level (i.e., incident reports and bus incident reports)
- Analysis of the previous year's Safe School Action Plan

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

- To decrease the number of students reporting feeling unsafe attending school (including traveling to and from school).
- To increase and promote a sense of belonging at our school
- To decrease the number of students who expressed moderate or high levels of anxiety

**** Note:** The school reserves the right to alter this plan seen below, at any point during the academic year, to reflect its changing priorities and needs more accurately.

SAFE SCHOOL ACTION PLAN 2022-2023

Violence Prevention

As part of our efforts to increase protective factors and educate our staff, students, and the wider community on issues related to bullying and violence, our school will:

- Clearly communicate the Code of Conduct with our school community and with the student population in the agenda and on our school website;
- Outline the bus safety rules to all students and implement a bus seating plan. Regular bus check-ins and meetings take place when pertinent;
- Ensure that workshops take place throughout the year to encourage students to develop and sustain healthy friendships, and to demonstrate empathy;
- Invite guest speakers, including visits from our SPVM Socio-Community to encourage all students to be safer and more responsible citizens;
- Design and implementing anti-bullying lessons and projects in all classes. Edinburgh staff also teach and model empathy;
- Build community involvement by organizing a Cycle 3 Mentorship Program that will allow students to contribute to the general sense of community and belonging within the school;
- Offer a weekly Social Skills Group led by our behaviour specialist designed to emphasize the importance of respecting one another throughout the year;
- Host an annual Pink T-Shirt Day to raise awareness and remind each other of our commitment to our pledge to curb and prevent violent and bullying.

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:

- Designing and implementing lessons and projects that promote equity, diversity and inclusion take place in all classes, particularly through the ERC and Sexuality Education curriculum;
- Organizing workshops and inviting guest speakers to remind students about the importance of being well-rounded citizens who celebrate diversity and demonstrate respect for all member of our Edinburgh community;
- Highlighting the role of bystanders who witness harassing behaviours in school by stressing the importance of speaking up in support and/or reporting to a parent or staff member.
- Engaging in awareness campaigns and school-wide initiatives with the aim of fostering a more inclusive school environment

Measures to Protect Confidentiality

Edinburgh school pledges to take steps to protect the confidentiality of any persons involved in a bullying or violent incident. We will ensure that the details of the bullying incident reports made against an identified perpetrator are kept confidential and secure in the principal's office, so as to protect all parties regardless of their role in the incident. Our staff, families and social services 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.

SAFE SCHOOL ACTION PLAN 2022-2023

Collaborating 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 support their child.

Based on the priorities outlined for the academic year, our school will actively support and encourage families to:

- Actively engage in the educational process involved in preventing and addressing bullying.
- 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.
- Collaborate with school staff in finding solutions if their child is involved in acts of bullying or violence.
- Reinforce pro-social behaviours in their child/youth.

Response Procedures

Our school is committed to ensure that professional and teaching staff 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 school website. The protocol will explain that::

- Students are provided with confidential, safe and age-appropriate ways to report an incident (e.g. by talking to a staff member or a parent, by submitting a note in a designated box or by email at home, etc.).
- Professional /teaching staff members will intervene when they are advised of or have observed an act of bullying or violence. They will complete a reporting form to alert the administration to investigate and follow up promptly after an incident has occurred.
- Parents/guardians may report (to their child's teacher, school administrator, behaviour technician, BASE technician, or any other school staff member) in person, with a direct phone call or by email detailing the issue or incident

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.

- Consultation with appropriate school professionals: (Special Education Technicians, Childcare Workers, Psychologist, Nurse, Social worker, etc.)
- Meeting with parents/guardians to reinforce social skills building activities at home, to help support families to seek for solutions and/or when necessary, families are referred to the CLSC for additional support;

SAFE SCHOOL ACTION PLAN 2022-2023

- Providing relevant educational activities and ongoing support / follow-up to all students involved.
- The Special Education Technician periodically “checks in” with students involved and provides ongoing support following an incident.

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. Depending on the severity and frequency of the incident, examples of disciplinary measures include:

- Intervention by a staff member followed by discussion with the student and a call placed to parents;
- Loss of recess and lunch privileges;
- Loss of other school privileges including participation in extra-curricular activities, field trips and special events;
- Implementation of a structured supervision plan for the student during recess and lunch, where he/she is monitored for his/her actions
- In-school suspension, supervised by a member of the school team where the student will keep up with classwork and assignments, while also being offered time to reflect and discuss with school personnel about the incident

- Out of school suspension (up to 5 days) with a mandatory re-entry meeting with parents and students. At this meeting, a plan will be developed for the student and agreed by all. The student’s teachers and other implicated staff will be informed of the plan.
- If incident takes place on the bus, reports are filed and suspensions from using transportation services can be given by administration;
- Students that are involved in incidents of bullying are supervised by the school’s Special Education Technician to ensure well-being;

Incident 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.
- Informing all students concerned (victimized student, accused, witness) of the steps taken to stop the situation.
- Maintaining communication with families and students involved in the incident.
- Communicate relevant information to staff members regarding the safety of the student, while maintaining confidentiality.
- Verifying that support services are offered as required.
- Checking in with students to ensure well-being and to prevent escalation or retaliation.
- Providing educational services to the wider school population if the incident reflects a larger problem within the school

SAFE SCHOOL ACTION PLAN 2022-2023

For more information or inquiries, please contact:

| | | |
|---------------------|---------------------|--|
| Gaetano Sifoni | Principal | gsifoni@emsb.qc.ca |
| Maria Lloyd | Behavior Specialist | mlloyd@emsb.qc.ca |
| Marco De Crescentis | BASE Technician | mdecrescentis@emsb.qc.ca |
| Main Office | (514) 486-0981 | edinburgh@emsb.qc.ca |

Resources Outside of the School

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

For Students:

Kids Help Phone: 1-800-668-6868
www.needhelpnow.ca
www.cybertip.ca

For Parents/Guardians:

www.preynet.ca
www.mediasmarts.ca
www.protectchildren.ca/en/
www.education.gouv.qc.ca/en/current-initiatives/bullying-and-violence-in-the-schools/