

Coronation Elementary School

Level of instruction : Pre- K - 6

Number of students: 240

Date of GB approval June 15, 2017

Date of Action Plan revision May 23, 2017

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.

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).

- ***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. 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, either verbally or through incident reports.***

Safe School Team

At Coronation a local Safe School team has been mobilized to ensure safety and maintain a positive school environment.

Coronation Safe School Team reviews the Safe School Action Plan annually.

Following are the names and positions of the individual Safe School Team members and the team's designated coordinator:

- **Joanna Genovezos, Principal / Coordinator**
- **Pam Koumoutsakis, Teacher**
- **Anne-Marie Desrosiers, Teacher**
- **Sandy Gabriel, Teacher**
- **Giovanna Maimone, Teacher**

School Climate

Assessing the school climate helps us understand how safe students feel in their learning environment and allows us to reflect on what improvement we can make to reduce the potential of bullying and violence.

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The school team analyzed the data to identify areas of concern and establish priorities.

The assessment tools our school has used:

Incident Reports from Staff

Meetings with Behavioural Tech and Program Coordinator

Incident Reports from Students

Tell Them From Me Survey

Based on our data analysis, we determined that we have a strong sense of belonging amongst the general school population. There is also a positive rapport between teachers and students.

In order to maintain a sense of belonging, we have prioritized the following needs in our action plan:

- *To provide structured lunchtime and after-school and supervised activities.*
- *To provide student sessions on internet safety issues.*
- *Providing a Teacher/Student Mentor Program for students at risk.*

Furthermore, based on the TTFM survey results, we determined that students feel some sense of anxiety at school as well as not always having a clear understanding of expectations placed upon them.

In order to alleviate the anxiety and lack of understanding of expectations, we have addressed the following needs in our action plan:

- To provide a “safe space” for students to drop in to talk to a mentor/teacher about issues that may arise.
- To hold regular school-wide and cycle-based assemblies, and reminders on the intercom to check in with students about expected behaviours and how to solve issues should they arise.

Prevention

Here are some planned & existing prevention measures adopted to increase protective factors and educate students & families on issues related to bullying and violence.

Examples:

- *Lunchtime Karate, Chess Club, Agape, Dance, Soccer, Halo, Bracelet Making, Art Activities, yard activities and talent show practice led by adults.*
- *After school steelpan lessons that enable a sense of belonging and structure*

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- **Ongoing lunchtime girls' social group led by the school behaviour technician and principal**
- **Ongoing in-class and outside of class discussions based on positive behaviours with principal and teachers throughout the year.**
- **Weekly Life Skills Prevention Program (Grade 5-6) led by the social community officer from the CLSC as part of the curriculum.**
- **Big Brothers and Sisters Program: One-on-One Mentorship**
- **Weekly school-wide lessons led by spiritual animators that focus on the theme of anti-bullying.**
- **Visits and group discussions led by the SPVM local community police officer (agente socio-communautaire).**
- **Geordie Productions plays on body image and self-esteem**
- **Cap Espace visits to all classes – presentations on Anti-bullying**
- **Bank Of Montreal- Pink Ribbon Day**
- **During Anti-Bullying Week, the Behavioural tech facilitated class discussions on anti-bullying and provided a safe climate for students to share their experiences.**
- **Teacher-Student Mentorship**
- **Lunchtime Program Coordinators who create alternative activities for students who need help with social skills.**
- **Games Room as an alternative to playground activity**
- **Quiet Space Room**
- **Movies in Library as an alternative to playground activity**
- **The Code of Conduct will continue to be printed in the agenda and is also posted on our school website. As well, the teachers go over the rules with the students. As of the next school year, we will be adding a section where students and parents will have to sign that they have read, understood and agreed with the Code of Conduct**
- **The Free The Children Initiative- Kids 4 Social Change**

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 as well as sent home, presentations and individual meetings, our school will actively support and encourage families to:

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- Recognize and report signs of distress in their child.
- Understand the difference between conflict and bullying through discussions and parent meetings and workshops
- Report suspected acts of bullying or violence to the school administration.
- Reinforce pro-social behaviours in their child at home
- 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 existing/planned procedures for reporting incidents of bullying/violence at our school are as follows:

- *Students are encouraged to report any incident of bullying and will be provided with confidential, safe and age-appropriate ways to report an incident (e.g. by talking to a staff member).*
- *Professional /teaching staff members are trained to react appropriately and document incidents of bullying or violence that they have witnessed or been made aware of to the principal or*

designee. Staff may complete an incident reporting form to alert the administration to investigate and follow up in a timely fashion.

- *Parents/guardians can report to their child's teacher, school administrator, behaviour technician in person, with a direct phone call or by email and in their agendas.*

Measures to Protect Confidentiality

Our school will take proper 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

The following are the steps our school may take to support any student who has been involved in, targeted or affected by bullying behaviors.

- *Discussion with teacher, students involved and principal, as well as parents if deemed necessary.*
- *Consultation with social worker, school psychologist and other appropriate school professionals as further support if needed, with the parental consent and support.*

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- ***School PPT team keeps track of incidents through regular meetings throughout the year.***
- ***Weekly social skills building meeting at lunchtime with the behaviour technician targeting at-risk students for bullying.***
- ***Agape Program- Teaching students social skills- alternative to suspension or detention***

Disciplinary Measures

If claims of bullying are confirmed, the principal or designee will determine what disciplinary measures will be required. The school's philosophy of disciplining is one that emphasizes dignity, fairness and considers the nature, severity & frequency of acts, as well as any other mitigating factors.

Taking this into account, if an incident occurs, investigation, discussion, discipline, reflection, and restorative justice are implemented.

Depending on the severity of the act, we will refer to the EMSB Safe School Physical and Cyber environment policy for guidelines

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:

- The School Principal
- The School Behavioural Technician
- 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.
- Providing educational services to the wider school population if the incident reflects a larger problem within the school.

For more information or inquiries, please contact:

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.gov.qc.ca/en/log-in-to-the-positive/>

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- www.NeedHelpNow.ca

