

DALKEITH ELEMENTARY SCHOOL

Level of instruction Pre-K-6
Number of students 178
* Date of GB approval May 2019
* Date of Action Plan revision May 2020

Principal's Signature:

_____ date: _____
Mr. John Wright

Governing Board Chairperson's Signature:

_____ date: _____
Ms. Genevieve Pellerin

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.

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).

- *Dalkeith 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.*
- *The principal shall set up an anti-bullying and anti-violence team and designate a school staff member to coordinate its work as part of his or her regular duties.” (Bill 56, Art.96.12)*

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:

- *Mr. Pat Vespa* *Teacher*
- *Mr. John Wright* *Principal*
- *Ms. P. Vlahakis* *Teacher*
- *Ms. S. Trevisonno* *Resource Teacher*
- *Ms. A. DiMaulo* *Child Care Worker*
- *Ms. K. Disposati* *School Behaviour Technician*
- *Ms. G. Pellerin* *GB Chairperson*
- *Ms. Cynthia Racicot* *Daycare Coordinator*
- *Ms. A. Sarno* *Social Worker*

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:

1. *Number of actionable incidents that require office intervention*
2. *Bus Incident Reports*
3. *School Detention Log*
4. *Suspension Log*
5. *Official Staff Reports*
6. *Administrative Intervention Disciplinary Meeting Notes*
7. *Tell Them From Me Survey*

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

1. *To increase the sentiment of safety during lunch time recess with new supervision practices and procedures.*
2. *To increase awareness on internet safety by providing a series of information sessions in the classroom.*

Prevention

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

- *Introduce the Canadian Red Cross' research -based anti-bullying program "Beyond the Hurt".*
- *Continue to print the school code of conduct in the student agenda and display it as well on the school website.*
- *Introduce "Zippy's Friends" through cycle 1 English classes*
- *Implement a Play It Fair program at lunch time recess.*
- *Reverse-lunch time practice.*
- *School House System.*
- *Me To We Day for Grade 5/6 students.*
- *Dynamix Teambuilding*
- *Student Leadership / Mentoring Program*
- *Communication / Assistive Technology*

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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 support and 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 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, by submitting a note in a designated box, etc).*
- *Staff members complete a reporting form to alert the administration to investigate and follow up promptly after an incident has occurred.*
- *Parents/guardians can report to (their child's teacher, school administrator, behaviour technician...) in person, with a direct phone call or by email*

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 behaviors.

- *Consultation with guidance counselor and other appropriate school professionals.*
- *Meetings with parents/guardians to reinforce social skills building activities at home.*
- *Provide relevant educational activities for students.*

EXISTING PREVENTION MEASURES, ACTIVITIES, INITIATIVES, ETC.:

- House Merit System
- Bus Monitors
- Lunchtime Intramural Sports
- Dalkeith “Go-Green” Recycling Project
- The Three “R”s of Dalkeith School
- Behaviour Guidelines
- Students Rights and Responsibility Charter

PLANNED PREVENTION MEASURES, ACTIVITIES, INITIATIVES, ETC.:

- Peer Mediation Program
- Parental Awareness Campaigns
- Code of Conduct /Student Pledge

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.

Disciplinary measures may include, but are not limited to the following:

EXISTING PREVENTION MEASURES, ACTIVITIES, INITIATIVES, ETC.:

- Parental Information Sessions Transition to High School Initiatives

PLANNED PREVENTION MEASURES, ACTIVITIES, INITIATIVES, ETC.:

- Parental Awareness Campaigns

EXISTING DISCIPLINARY MEASURES:

- Community Service
- Lunch Hour “time-out”
- Suspension (in school an home when required)
- Reflection Work
- Meetings with Families

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- Meetings with Socio Com

PLANNED DISCIPLINARY SANCTIONS (DEPENDING ON SEVERITY, ANTURE AND AGE):

- Reflection Work Specific to...
- The Three “R”s of Dalkeith
- Student Rights an Responsibility Charter
- Code of Conduct / Student Pledge

- Discussion with the teacher or supervisor
- An intervention program with the Behaviour Technician
- The loss of privileges
- A written assignment
- School community work
- Recess and/or lunch detention
- Communication and/or meeting with parents and/or guardians including child
- In-school and (when necessary) at home suspension

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.
- Providing educational services to the wider school population if the incident reflects a larger problem within the school.

EXISTING PREVENTION PROCEDURES, ACTIVITIES, INITIATIVES, ETC.:

- EMSB Safe School Policy
- Dalkeith rules and Regulations

PLANNED PREVENTION PROCEDURES, ACTIVITIES, INITIATIVES, ETC.:

- Administrative Records of cyber-bullying instances to be kept with concerned

EXISTING PROTOCOL:

- EMSB Safe School Policy
- Dalkeith Rules and Regulations
- Dalkeith Student Rights and Responsibility Charter

PLANNED IMPROVEMENT TO PROTOCOL:

- Administrative Records concerning all instances of bullying or acts of violence to be kept with concerned students confidential records.

For more information or inquiries, please contact:

Mr. John Wright, Principal

(514) 352-6730

jwright@emsb.qc.ca

Resources

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

- <http://www.prevnet.ca>
- www.NeedHelpNow.ca
- www.mels.gouv.qc.ca/en/log-in-to-the=positive/
- www.rcmp-qrc.gc.ca/cycp-cpcj/bull-int/index-eng.htm
- *Bullying and Cyberbullying-Royal Canadian Mounted Police*