

East Hill School

Elementary School – French Immersion Program

446 students

Approved by East Hill School's Governing Board on June 4th, 2019

This plan has been revised during the spring of 2019-2020 school year

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.

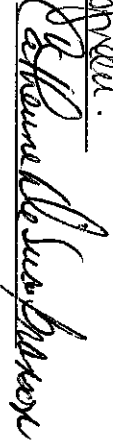
EMSB Safe Physical and Cyber Environment Policy (2013)

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 per the Quebec Education Program (Q.E.P.) and the EMSB's Strategic Plan.

Principal's Signature:



Governing Board Chairperson's Signature:



SAFE SCHOOL ACTION PLAN 2019-2020

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).

Describe the school's vision about the individual and collective responsibilities of students, parents, families and staff in preventing and responding to bullying or violent behaviour.

- *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 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:

- *Myriamne Lusignan, Principal*
- *Jessica Monti , Vice-Principal*
- *Nadia Barrafato, Teacher*
- *Laura Teoli, Child Care worker*
- *Connie Parry, Daycare Technician*

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:

- Our School student survey
- Bus Incident Reports
- Incident Reports
- Communication Log with Parents
- Student case conferences (PPT)
- Students' Reflection Sheets (Top of the Hill)

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

- *To maintain and improve the present standard of students feeling safe attending school according to the Our School results*
- *To reduce the number of students who verbally insult and spread rumors*
- *To maintain Media program and increase the lessons on cyber bullying, including specific definitions of the different types of bullying.*
- *To develop social skills program with our cycle 2 students*
- *Bus seat assignments*

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 print the school code of conduct in the student agenda and display it as well on the school website.*
- *Continue to teach and model empathy and within daily school life.*
- *Maintain school yard organisation, games and active supervision*
- *Organize and offer students pertinent social skills and "self-esteem" workshops based on staff's observations of our students needs.*
- *Regular meetings to follow up on social situations with teaching/daycare/ lunch staff*
- *Offer parents workshops on social skills and bullying*
- *Offer an obligatory workshop for parents of students in cycle 3 regarding uses of social media*
- *Maintain bus seat arrangements ; designated seats by school administration*
- *Maintain the promotion of our Cycle 3 Change Makers. (including a continued presence at regional WE DAY rallies)*
- *Continue using the Spiritual and Community Animator to provide workshops in a more systemic approach at all levels.*
- *Create a school-wide positive reinforcement through Top of the Hill*
- *Provide resources and tools to parents through our website and our social media platforms.*

SAFE SCHOOL ACTION PLAN 2019-2020

• 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:

- *Participate in information sessions to understand the difference between conflict and bullying issues and how to prevent bullying*
- *Recognize signs of anxiety in their child.*
- *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.*

The school will commit to having:

- *Information sessions on issues related to bullying prevention for families.*
- *Newsletters including ideas, tips and articles pertaining to self-esteem and social skills*

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, 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 or with a direct phone call or with a note.*
- *All staff are informed by email through a Safe School Alert, informing them of the concerned students, with pictures.*

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 appropriate school professionals.*
- *Meetings with parents/guardians to reinforce social skills building activities at home.*
- *Meetings with teachers, teacher specialist and daycare staff to provide extra support to the child and monitoring*
- *Behaviour Tech to provide extra support by monitoring and/ or providing plan of action.*
- *Provide relevant educational activities for students.*

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.

- *Communication between school, parent/guardian and student*
- *Discipline with dignity – Reflections and Letters of Apology*
- *Reflection sheets developing ownership (Top of the Hill)*
- *Detentions, In-school and Out of School Suspensions*
- *Bus Warnings and Bus Suspensions*
- *Top of the Hill- Loss of privileges within the school*

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.*
- *Meetings with teachers, teacher specialist and daycare staff to provide extra support to the child and monitoring*
- *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 2019-2020

For more information or inquiries, please contact:

Myrienne Lusignan, Principal

Jessica Monti , Vice-Principal

Resources

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

- <http://www.preynet.ca/>
- <http://www.mels.gouv.qc.ca/en/log-in-to-the-positive/>,
- www.NeedHelpNow.ca
- www.tolerance.org
- <http://www.passeportsequiperpurlavie.ca/language/fr/accueil/>
- Child Human Rights (UNICEF and Canadian Child Care Federation)