

## Edinburgh Elementary School

Level of instruction: Primary School

Number of students 338

\* Date of GB approval: June 6, 2017

\* Date of Action Plan revision: May 3, 2021

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 2021-2022*

### **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 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:

- Chantal Juhasz – Principal
- Maria Lloyd – Behavior Specialist
- Geneviève Guay – Teacher
- Avra Wiesenthal – Teacher
- Jean-Michel Brunet – 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 improvements we can make to reduce the potential of bullying and violence. Our school collects data from the following sources:

- OurSchool Student Survey
- Bus Incident Reports / dialogue with the bus drivers
- School Incident reports

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

- To increase the sentiment of safety during lunch time recess by adopting evidence-based supervision practices and procedures.
- To increase awareness on internet safety by providing information sessions in the classroom pertaining to cyber safety.

### **Prevention**

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

- Include the École Edinburgh School Code of Conduct in the Student Agenda and publish it on the school website.
- Ethics instruction in class
- Anti-bullying education in class
- Social Skills Group –emphasize the importance of respecting one another throughout the year.

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- Reading social stories with them to teach them how to deal with their emotions (Kindergarten, Cycle 1 and 2)
- Creative therapy programs such as art / drama therapy (if funds are available)
- Social Worker programs
- Guest Speakers (SPVM)

### **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, etc.).
- Professional /teaching staff members should be 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 a reporting form to alert the administration to investigate and follow up in a timely fashion.
- Parents/guardians may report (to their child's teacher, school administrator, behaviour technician, after school director) 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.

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### **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.

Examples:

- Consultation with child care worker, psychologist, and other appropriate school professionals.
- Meeting with parents/guardians to reinforce social skills building activities at home.

### **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.

### **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.
- Communication between the staff members when situations arise.

### **For more information or inquiries, please contact:**

Name and contact information of staff member(s) that families/students may contact to discuss concerns or report suspected acts of bullying or violence.

Chantal Juhasz	Principal	cjuhasz@emsb.qc.ca	514 486 0981
Maria Lloyd	Behavior Specialist	mlloyd@emsb.qc.ca	514 486 0981

### **Resources**

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

- [www.prevnet.ca/](http://www.prevnet.ca/)
- [www.mels.gouv.qc.ca/en/log-in-to-the-positive](http://www.mels.gouv.qc.ca/en/log-in-to-the-positive)
- [www.NeedHelpNow.ca](http://www.NeedHelpNow.ca)
- [getcybersafe.ca](http://getcybersafe.ca)