

Elizabeth Ballantyne School

Level of instruction: K-6 Elementary Core

Number of students: 270

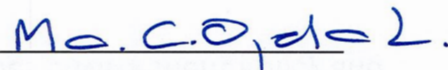
* Date of GB approval: June 4th, 2019

* Date of Action Plan Revision: May 28, 2019

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.

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:

- *Michael Brown-Principal*
- *Scott Thompson- Teacher*
- *Ryan Clarke- Teacher*
- *Carmy Colafabio-Behaviour Technician*
- *Roan Higgins – Behaviour Technician*
- *Kate Marien- Support Staff*

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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:

- *Tell Them From Me Student Surveys.*
- *Incident Reports from filled by staff and given to behaviour technicians.*

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

- to improve the lunch time interactions between students by offering structured and cooperative activities at lunch.
- to increase the sense of belonging amongst students by developing peer mentoring opportunities and creating committees that will focus on the needs of our students, as well as running programs in classes that stress healthy relationships.

Prevention

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

- *develop a School Climate Committee to continuously monitor the recess and lunch hour climate between students.*
- *develop a Wellness Committee to explore effective strategies to ensure that students in need are getting the services they need.*
- *continue to deliver our Social Emotional Learning program and mindfulness..*
- *begin to have a daycare Educator running activities every lunch hour.*
- *develop a leadership program which will teach selected older students to work with cycle 1 students.*
- *continue using Calming Room where a child can go and feel safe during moments of crisis. The calming room will also serve as a place where students can ask to see an adult to discuss any feeling or concerns.*
- *introduce Kids in the Know in ERC classes to teach healthy relationships.*
- *bring in extra support from the EMSB when needed. Continue to connect families to the CLSC.*
- *develop a supervision policy with clearer expectations.*

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.
- Parent workshops guided towards helping families with Social Emotional Learning

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 behaviour technicians in conjunction with 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

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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 behaviour technicians and other appropriate school professionals.*
- *Meetings with parents/guardians to reinforce social skills building activities at home.*
- *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.

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.

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:

- <https://kidshelpphone.ca/>
- <http://www.prevnet.ca>

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- www.NeedHelpNow.ca