

Safe School Action Plan 2018-2019

NESBITT SCHOOL

Level of Instruction: **Elementary**

Number of Students: **300**

* Date of Governing Board Approval: **May 15, 2018**

* Date of Action Plan Revision: **May 8, 2018**

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).

Nesbitt School fully supports the EMSB's Safe Physical and Cyber Environment Policy. Our school is committed to providing our students with a safe and caring learning environment and to working towards eliminating all forms of bullying and violence in its community. 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.

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:

- **Antoinette Scrocca**- Principal, Coordinator
- **Robert Plunkett**- Special Education Technician
- **Carmela Macri**- Teacher
- **Sonia Vaillancourt**- Teacher
- **Daphna Leibovici**-EMSBS Violence Prevention Consultant, Advisor

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:

- Nesbitt School polls students in grades 4, 5, 6 once a year through the *Tell Them From Me* Survey in order to identify their perception of bullying and sense of school security.
- Nesbitt's "***Incident Report Documentation Form***" completed by staff to document reported incidents of bullying.
- Transportation/Bus reports related to acts of bullying or violence in our assessment of our school's climate.

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

- ***To develop students' understanding of digital/social media and its appropriate use through the adoption of research-based educational classroom material***
- ***To increase safety in the playground during recess by increasing the visibility of supervisors through the practice of wearing coloured vests***
- ***To develop students' prosocial behaviour and conflict resolution skills***

Prevention

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

- *provide civic education sessions to students (Spiritual Community Animator, invited guest, school wide initiatives) .*
- *continue a recess success program by training cycle 3 students to mentor and lead organized games with the younger cycles.*
- *establish a student council with cycle 3 students.*
- *offer special educational events/workshops in order to sensitize the school community to bullying prevention.*
- *collaborate with our local SPVM Community Liaison Officer*
- *continue implementing of the **GOTCHA!** System, an initiative designed to acknowledge pro-social behaviours such as helping others, resolving conflict, acts of kindness and including others.*
- *present the code of conduct to students and parents/guardians at cycle assemblies, in the classroom, in our school agenda and on our school website.*
- *continue to develop pro-social skills in students through classroom based activities.*
- *continue its Grade 6 leadership retreat focusing on team building*
- *review and update its strategic plan for supervision.*

- *explore professional development opportunities for staff on bullying prevention.*
- *explore the Free the Children's "ME to WE" movement as a school-wide community initiative*

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.*
- *Offer parenting workshops on recognizing and applying age-appropriate strategies for difficult and/or bullying behaviours*

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. They may be requested to submit a confidential written statement of the violation. They are encouraged to speak to the school principal, behaviour technician or other staff member they can trust, to report any incidents of bullying.*
- *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 the school administration, teacher or 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, acting out youth, 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 and staff.*
- Scheduled follow-up meetings with the student to ensure that bullying has ceased and to provide student with additional strategies to prevent and handle future incidents should they occur.
- *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, student reflections and communication with parties involved (refer to school Code of conduct).*
- *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:

Mrs. Antoinette Scrocca - School Administrator (514) 721-2850

Mr. Robert Plunkett-Behaviour Technician (514) 721-2850

Resources

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

- <http://www.education.gouv.qc.ca/en/parents-and-guardians/assistance-and-support/bullying-and-violence-in-the-schools/act-to-stop-violence-and-bullying>
- <http://www.prevnet.ca/>
- www.eyesonbullying.org
- <http://www.education.com/topic/school-bullying-teasing/>
- www.kidshelpphone.ca (1-800-668-6868)
- www.NeedHelpNow.ca
- <http://spvm.qc.ca/en/Fiches/Details/Bullying>