



ROSLYN SCHOOL

ELEMENTARY

689 STUDENTS

GB APPROVAL:

LAST REVISION:

Principal's Signature: \_\_\_\_\_

Governing Board Chairperson's Signature: \_\_\_\_\_

#### Quebec Education Act

**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 property.

#### EMSB Safe Physical and Cyber Environment

The English Montreal School Board (EMSB) recognizes that every member of the community has the right to learn and work in a safe and secure environment. The EMSB advocates a safe and secure environment that includes student education and support in accordance with the Quebec Education Program (QEP).

## Our Safe School Action Plan

This plan outlines the measures for preventing bullying and violence in our school in accordance with the EMSB Safe Physical and Cyber Environment Policy and the Quebec Education Program (QEP).

At Roslyn all our rules of conduct are focused on teaching children to share as they engage in learning and to hold themselves or themselves as responsible for all the students' actions. We aim to:

- Make them aware of the effects of their actions.
- Model for them and teach them safe, fair and respectful behavior.
- Help them correct what they did wrong with positive action.

Respect and Responsibility for self, others, and the community are the values of the Roslyn Community, and they are reflected in our policies. Parents/guardians, staff members and others will be encouraged to involve a student to report it promptly. Our school will investigate reports and ensuring the safety of the

## SAFE SCHOOL ACTION PLAN

### 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:

- *Danica J. Lewington, VICE PRINCIPAL*
- *Joanna Genovezos, PRINCIPAL*
- *Roseanne Peters, RESOURCE TEACHER*
- *Peter McKelvie, PHYSICAL EDUCATION TEACHER*
- *Bianca Jorin, RESOURCE TEACHER*
- *Nancy Gallant, BEHAVIOR TECH*

### School Climate

A thorough assessment of 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. The following tools are used in carrying out this assessment:

#### Tell Them From Me Survey Results:

This is a survey given to grade 4, 5 and 6 students twice during the school year - once in November and again late May or early June, with the purpose of collecting data about students' feelings of well-being in school.

#### Bus Warnings and Bus Suspension Reports:

Any incident of misbehaviour on the school bus is reported to the school by the bus driver with a *Bus Ticket*. There is a Transportation Behaviour Policy in place detailing the progressive consequences for bus behavior infractions that are shared with parents upon receipt of the first warning ticket.

#### Suspensions from school (both in school and at home):

If it is deemed necessary to suspend a student from school, a formal letter sent home that must be signed to the parent.

#### Behaviour Reports:

Support to student personnel record behaviour reports.

#### Informal Incident Record Keeping:

Administration records incidents that are referred to the Safe School Team.

The Safe School Team analyses the data to identify trends and **intervention**. This year, the following priorities have been identified:

- Lunchtime Behavior Management: Follow up with students who do not carefully provide guidance, feedback and consequences for behavior below our standards of supervision. Incidents are documented and reported below.
- Suspension Debriefing: Whenever a student is suspended, they must reflect on their actions, take responsibility for their actions, and apologize to the extent that is possible. This is done before a student returns to school.
- Targeted anti-bullying training for students.

## SAFE SCHOOL ACTION PLAN

### Prevention

The following prevention measures have been adopted to increase protective factors and educate students and families on issues related to bullying and violence.

Existing measures:

- The Code of Conduct has been revamped and is referred to when dealing with a student issue. It will continue to be printed on the Agenda and will also be made available on the school website.
- There will be a guest speaker at school on the Pink Shirt Day.
- All CCWs/Tech will be added to support the lunch monitors during recesses & lunchtime.
- Improved documentation of incidents and suspensions has resulted in better follow through, more clear communication with families, and more effective monitoring of recurring offenses.
- Grades Three, Four & Five students have been engaged in a leadership program providing additional support at lunchtime and facilitating activities in the Kindergarten classes.
- Nancy Gallant, Support to Students, continues to work in the school with a focus on behaviour, attitude and conflict resolution.
- Our Year long Character Education initiative will be implemented once again focusing on specific behaviors that affect school climate, safety and self-awareness.
- Phones have been installed in each classroom for direct communication.
- Staff has been re-sensitized on the importance of confidentiality when dealing with behavior issues.
- Mindfulness and Spirit Buddies will be added to the daily routines in classes.

Planned measures:

- We will plan an education evening for parents around the issues of their concern, personal development, Cyber Anti Bullying, and Mindfulness.
- We will continue our partnership with Big Brothers and Big Sisters.
- A Student Support Center room will be established in the building to provide a safe space to process different situations with students.
- Students will take part in *Pink Shirt Day* on or around February 27.

- We will continue training for RTI to be in materials from PBIS (Positive Behavioral Interventions and Supports).
- Moving Hallways.
- Sensory Room has been organized we have a Sensory Room.
- Adding a Bumper room to the school.

### Collaborating with Families

Families are instrumental in helping schools prevent bullying and violence. Through such means as organized evening meetings, a website and individual meetings, our school will

- Recognize signs of distress in their child.
- Understand the difference between conflict and violence.
- Report suspected acts of bullying or violence.
- Reinforce pro-social behaviours in their child.
- Collaborate with school staff in finding solutions to bullying and violence and in the restoration process for students.

## SAFE SCHOOL ACTION PLAN

### 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 school psychologist and other appropriate school professionals.*

- *Meetings with parents/guardians to reinforce*
- *Provide relevant educational activities for st*
- *Cooperate with local organizations/partners*

### Disciplinary Measures

If after investigation, claims of bullying or violence determine what disciplinary measures will be re formative, fair (considering the nature, severity factors) and respect legal requirements regardin

In line with the EMSB Safe Physical and Cyber En criminal act or threat of a criminal act may be in

### Follow-Up Measures

Our school will take necessary steps to protect s occurred. The school will ensure a proper follow

- Documenting the investigation process, inte
- Maintaining communication with families ar
- Verifying that support services are offered a
- Checking in with students to ensure well-be
- Providing educational services to the wider problem within the school.

### For more information or inquiries

Please contact Danica J. Lewington, Vice Princip

Persons that are dissatisfied with the school's re Vice Principal will provide the appropriate forms

## ***SAFE SCHOOL ACTION PLAN***

### **Resources**

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

- <http://www.mels.gouv.qc.ca/en/log-in-to-the-positive/>,
- [www.NeedHelpNow.ca](http://www.NeedHelpNow.ca)
- [PREVNet](http://www.prevnet.ca/)(Promoting Relationships and Eliminating Violence Network): <http://www.prevnet.ca/>
- [Bullying.org](http://www.bullying.org): This association offers educational programs and resources to individuals, families, educational institutions and organizations. [Define The Line](http://www.define-theline.ca): Excellent resources on cyberbullying for educators, parents and students.