

## **St Monica School**

Elementary

327 Students

\* Approved June 4, 2019

\* Revised May 22, 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:

- *Silvana Crigna, Principal*
- *Gelsira Venuta, Staff Assistant*
- *Vanessa Secondo, Teacher*
- *Alexia Chechile, Teacher*
- *Carissa Valente, Teacher*
- *Noah Trister, Teacher*
- *Nancy Coutu, Teacher*
- *Frédéric-Marc Gagné, Teacher*
- *Cynthia Di Rienzo, Teacher*
- *Leighton Paul Jacobs, Teacher*
- *Natasha Benvenuto, Teacher*
- *Lara Munro, Teacher*
- *Angela Zambito, Daycare Technician*
- *Valerie Basile, Behavior 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:

- *Tell Them From Me Student Surveys*
- *School Incident Reports*
- *Bus Incident Reports*

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

- To increase students' ability to self-regulate and resolve conflict in a peaceful manner;
- To reduce the incidence of bullying and violence during recess and lunch by:
  - Providing students with a variety of structured recess activities
  - Splitting/staggering lunch and recess periods according to grade level to reduce the number of students in each school yard
  - Adopting a school-wide campaign (WITS & LEADS Program) to promote a sense of belonging and good citizenship. Inviting guest speakers to have anti-bullying sessions with our students.

## **Prevention**

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

- *Regular Safe School Team meetings throughout the year*
- *Increased Behavior Technician hours and personnel*
- *Social Skills Programs such as Unité Sans Violence, Girls' Club, Leadership Club, bus safety workshops, Youth Stars Anti-Bullying presentations, WITS-LEADS school-wide program*
- *Extra-curricular activities during lunch and after school: Steel Pan, Cards Club, Sports Teams, Art, Green Club, Robotics, Mad-Science Sessions*
- *Structured play time on playground: both junior and senior yards have activities available*
- *Use of communication tools between staff and parents, e.g. agenda, communication book, Class DoJo, email and phone.*
- *Targeted assemblies to address various issues such as code of conduct, anti-bullying. Motivational assemblies to encourage good citizenship and celebrations.*
- *Involvement of the Spiritual Animator to address topics such as kindness, honesty, responsibility etc...*

## **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.
- Encourage home review of the WITS program with their children.

## **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 guidance counselor 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:**

**St Monica Elementary School**

**(514) 369-0070**

## **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>
- [www.NeedHelpNow.ca](http://www.NeedHelpNow.ca)