

WESTMOUNT PARK SCHOOL



PRE-KINDERGARTEN TO GRADE 6

704 STUDENTS

* June 12th 2019: Governing Board approval

* May 27, 2019: Revision of Action Plan

Principal's Signature: _____

A handwritten signature in blue ink, appearing to read 'M. Bevan', is written over a horizontal line.

Governing Board Chairperson's Signature: _____

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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).

Westmount Park School is a multicultural, multi-ethnic school that celebrates our community's diversity. Our school is committed to offering a programme of quality education that focuses on children's rights and responsibilities. The celebration of cultural diversity is an important ingredient of our programme, both in the academic areas as well as in the cultural aspects of the curriculum.

Westmount Park values the individual child's right to develop in an educational environment that is free from fear and discrimination. This is achieved through the House System and a multitude of Extra-Curricular activities that maintain a climate of respect, cooperation and commitment to education.

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:

- *Marylène Perron, Principal, Coordinator*
- *Giovanni Iammarrone, Vice-Principal, Active Member*
- *Suzanne Drouin, Teacher Cycle 2, Active Member*
- *Kathleen Rooney, Teacher Cycle 2, Active Member*
- *Opal Davy, Special Education Technician, Active Member*
- *Deborah Mete, Daycare Technician, Active Member*

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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:

- ***OurSchool Survey*** (*Tell Them From Me Student Surveys*)
- ***Incident Reports*** (*Communication Report, Student Development Form, Bus Report*)

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

- To improve prosocial behaviours amongst students during unstructured periods through the application of Growth Mindset theories and strategies.

Prevention

As part of a wider effort to increase protective factors and educate on issues related to bullying and violence, our school provides opportunities and activities such as:

- ***School House System***: *students are placed into one of the six houses (Bears, Falcons, Owls, Wolves, Orcas, and Foxes) which are comprised of students from Pre-K to Grade 6. Monthly assemblies are held and focus on pointed topics, such as Growth Mindset, inclusion, the environment and diversity.*
- ***A wide variety of lunchtime structured clubs and activities***: *Dance, LEGO, Art, Music, Yoga, Social Skills, Chess, Steal Band, Science, HALO and Recycling.*
- ***Me to We Club***: *Grade 6 students are part of the Free the Children and WE Day.*
- ***Big Brother/Big Sister Program***: *This municipal organization comes in weekly to mentor several students and provide an opportunity to acquire and improve **personal strengths and interpersonal skills**, contributing to a healthier life over the long term.*
- ***Religious Places of Worship***: *Organized by our Grade 6 teachers in collaboration with our school's Spiritual Animator, students will be visiting various places of worship-specifically, a Catholic church, a Jewish Synagogue, a Muslim Mosque, and a Hindu Temple. This activity is meant to expose students to various religions and their*

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places of worship. The goal is to educate students and to encourage and foster cultural and religious understanding, respect and acceptance.

- **Family Engagement:** *Parents throughout the Cycles have been encouraged and, have in fact come to WPS, to speak about various religious and cultural celebrations-such as Eid, Hanukkah, St. Patrick's Day and Chinese New Year. As such, parents have to come to speak and educate the students throughout the cycles about these celebrations and, many also cooked traditional foods with the students for them to taste and enjoy.*
- **Various Other School-Wide Initiatives:** *These endeavours promote pro-social behaviours and a sense of belonging amongst students at WPS.*

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. Students are encouraged to report incidents to a trusted adult member of our school.*

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- *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

Westmount Park School pledges to take steps to respect 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 behaviour technician and other appropriate school professionals as required.*
- *Meetings with parents/guardians to address concerns, offer support, develop a plan of action and to reinforce social skills building activities at home.*

- *Relevant educational activities for students through ERC, reflection sheets, and individual or group mediation sessions.*

Disciplinary Measures

If after investigation, claims of bullying or violence are confirmed, the principal or the Vice-Principal 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.

Disciplinary measures may include, but are not limited to the following:

- Discussion with the teacher or supervisor
- An intervention program with the Special Ed. Techs
- The loss of certain privileges (including Field Trips)
- A written assignment
- Community work in school
- Interventions at recess or lunch
- Communication with parent/guardian regarding the issue
- Meeting with parent/guardian and child
- In-School suspension

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- Suspension at home for a period of 1-5 days. A parent/guardian must then accompany the child back to school and meet with the administration and/or appropriate staff before the child may return to class.
- If deemed necessary, authorities may be contacted (i.e. Police, DYP)

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:

Marylène Perron, Principal

514-935-4388

westmountpark@emsb.qc.ca

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