Commission scolaire English-Montréal
English Montreal School Board

# SAFE SCHOOL ACTION PLAN

2022-2023

## WILLINGDON ELEMENTARY

**Tuesday, January 10, 2023**

**Date of Action Plan Revision**

Silvana Crigna, Principal

**Tuesday, January 24, 2023**

**Date of Governing Board Approval**

Eric Lamoureux, Governing Board Chair

## 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, their rights, or their 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.*

## Safe School Action Plan

This plan outlines our measures for preventing and responding to acts of bullying and violence 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, inclusive 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 to the school team. 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:

| Name | Function |
|---|---|
| Silvana Crigna | Principal |
| Eugenia Carystios & Cornelia Mandoiu | Vice-Principal(s) |
| Sima Youssef | School Climate Consultant |
| Felicia Maccio, Kathleen Usher, Lara Belinsky, Heather Leckner | Teachers |
| An-Marie Kassapian & Elissa Zohar | Behaviour Technicians |
| Maria Santino | B.A.S.E. Daycare Technician |
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## School Climate

Assessing the school climate helps us understand how safe students feel in their learning environment. It allows us to reflect on what improvements we can make and how we can build interpersonal relationships, engage students socially, and foster emotional and physical safety. Our school collects data related to school climate, primarily, by using **The *OurSCHOOL Student Survey.*** Students complete the survey on a voluntary basis.

| | **Other sources that our school uses to collect data are:** |
|---|---|
| ✔ | Review and analysis of data related to bullying/violence at the school level (i.e., incident reports) |
| ✔ | Anonymous reporting |
| ✔ | Reports from the transportation (i.e., bus) and/or daycare staff |
| ✔ | Analysis of last year's Safe School Action Plan |
| ✔ | Mindful student reflections |
| ✔ | The school's Educational Project |
| ✔ | Other: TTFM Student Survey completed by grade 4 to 6 |
| | Other: |

** Note: This plan is based on data provided in the OurSCHOOL Student Survey and other internal data collection methods. The school reserves the right to alter the plan seen below, at any point during the academic year, to reflect its changing priorities and needs more accurately.

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

| | Recommended Interventions | | |
|---|---|---|---|
| **Priority** | In-school activities initiated by school staff | Workshops and/or presentations by community partners and/or school staff | Whole school programs and/or lesson plans |
| Our school is committed to providing our students with a safe and caring learning environment. | Social groups,<br>Review of school code of conduct<br>Administration support | Spiritual animator, EMSB approved organizations, staff workshops, social worker, EMSB Behavior Specialist workshops | Toolbox Project Program<br>Guest speakers |
| Our school is committed to providing a safe, inclusive, and positive recess experience to all students. | Added supervisors, procedures that model expected behaviors and Administration support | Spiritual animator,<br>EMSB approved organizations and EMSB network guest speakers | Problem-solving, playground leadership sessions for students<br>staff training – Solution Focused Approaches |
| Our school encourages all members of our school community (student-student,<br>teacher-student, parent-staff, parent-child) to act with respect and kindness towards others. | Social groups<br>Toolbox Project<br>Administration support | Spiritual animator, EMSB approved organizations, staff workshops, Social Worker, Parent workshops | Guest speakers |
| Our school expects students, parents/guardians and others who witness or know about an act of violence or bullying involving a student to report it promptly. | In-class discussions<br>At-home discussions | | |
| Our school administration will take the necessary steps in investigating reports and ensuring safety for those concerned. | Investigations | EMSB approved organizations | |

## Violence Prevention

As part of our efforts to increase protective factors and educate our staff, students, and the wider community on issues related to bullying and violence, our school will:

| | Recommended Interventions | | |
|---|---|---|---|
| **Priority** | In-school activities initiated by school staff | Workshops and/or presentations by community partners and/or school staff | Whole school programs and/or lesson plans |
| To increase bullying awareness and prevention in the school yard. | Spiritual animator<br>In-class lesson plans<br>Social groups | SPVM (socio-community agent presentation) guest speakers (EMSB approved organizations) Pink Shirt Day and ongoing activities | Toolbox Project Program<br>Solution Focused |
| To increase a sense of well-being and safety of our students with an emphasis on interactions that support fostering positive student-teacher relationships and effective supervision practices. | Motivational posters Kindness wall Respect Campaign Social groups & student-centered clubs<br>Pre-school lunch in classrooms | Guest speakers (EMSB approved organizations) | Toolbox Project Program<br>Solution Focused School Training |
| Continue the ongoing "OurSchool Survey". | Anonymous student surveys | | |
| The school administration will always take the necessary steps in investigating reports and ensuring safety for those concerned. | Case by case investigations - Individual meeting with student<br>Follow-ups with Behavior Education Technicians | | |
| To continue to include the school code of conduct on the school website and review in student assemblies. | Provide students with a confidential, safe, and age-appropriate ways to report an incident (e.g.: talking to a trusted staff member, parent communication, etc.)<br>School assemblies by grade. | | Staff and parent review of code of conduct. |

## Equity, Diversity, and Inclusion

Our school is committed to addressing various forms of violence and bullying, including harassing behaviours that target perceived aspects of a person's identity (i.e., body size, exceptionality, sexual orientation, gender and gender expression, race, ethnicity, religion, language, culture, socio-economic class). We are committed to fostering an inclusive school environment by:

| | Recommended Interventions | | |
|---|---|---|---|
| **Priority** | In-school activities initiated by school staff | Workshops and/or presentations by community partners and/or school staff | Whole school programs and/or lesson plans |
| To provide our students with a safe, caring, inclusive and positive learning environment both in the classroom and during recess. | Respect Campaign<br>Kindness Initiative<br>Anti-bullying month<br>Black History workshops<br>Indigenous Awareness<br>Hebrew Sessions<br>LGBTQ2+ Awareness<br>Workshops Social Groups<br>Gender Neutral Washroom | In-school assemblies<br><br>EMSB approved organizations workshops<br><br>Spiritual animator presentations | Kindness Initiative<br>Respect Campaign<br>Toolbox Project Program<br>Solution Focused School Training<br><br>Inclusive language and diverse speakers |
| To set clear expectations by outlining school policies and procedures in our school's code of conduct (behavior expectations). | Provide strategies to encourage anyone to come forward if they are experiencing or witnessing anything that violates the school's commitment to equality, diversity, and inclusion.<br>Library book collection that reflects equity, diversity, and inclusion. | Exploration of topics such as celebrating difference, recognizing, and avoiding stereotypes, prejudice, and discrimination. | Staff training in equality, diversity, and inclusion training. |
| To establish a clear policy with regards to discriminatory behavior and language. | School code of conduct | School assemblies by grade level | School code of conduct |

## Collaborating with Families

Families are instrumental in helping schools prevent, detect, and resolve incidents of bullying and violence. We will use various means such as, organized events, distribution of information sheets, newsletters posted on the school website, presentations, and individual meetings to inform parents about bullying and the role they can play in support their child. Based on the priorities outlined for the academic year, our school will actively support and encourage families to:

| | Recommended Interventions | | |
|---|---|---|---|
| **Priority** | In-school activities initiated by school staff | Workshops and/or presentations by community partners and/or school staff | Whole school programs and/or lesson plans |
| Supporting their child if they are witnesses to acts of violence and intimidation (e.g.: QEP Ministerial site). | Reporting of incidents<br>Conversations with teachers, support staff and administration<br>Checking in with the student to ensure well-being – follow-ups. | Student Services workshop offerings<br><br>Collaborate with Student Services to provide staff training | |
| Understand the difference between conflict and bullying (definition of terms) | In-class and at-home discussions | Parent Workshops<br>SPVM presentations | |
| Collaborate with school staff in finding solutions if their child is involved in acts of bullying or violence. | Individual parent meetings<br>Individual meeting with teacher<br>Mediation sessions | Parent Workshops | Providing educational opportunities to the wider school population if the incident reflects a larger problem within the school. |
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## Response Procedures

Our school is committed to ensure that professional and teaching staff 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 on the 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).*
- *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 ***any*** persons involved 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.

| **The confidential means made available to victimized students, witnesses, and parents/guardians to report any violent or intimidating conduct are:** *(Examples: mailbox, Facebook page, voicemail, email address)* |
|---|
| Email reporting and only qualified personnel can access this information.<br>Written reports are kept confidential and in a secure location.<br>Direct phone call or voice message.<br>In-person meetings. |

## 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.

## Incident 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.
- Inform all students concerned (victimized student, accused, witness) of the steps taken to stop the situation.
- Maintaining communication with families and students involved in the incident.
- Communicate relevant information to staff members regarding the safety of the student, while maintaining confidentiality.
- 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.