

**SAFE SCHOOL ACTION PLAN 2018-2019**

**ST. Gabriel School**

Level of instruction: Elementary

Number of students: 185

Date of GB approval: *June 12 2018*

Date of Action Plan revision: *In 4, 6, 7*

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.

**EMSBS Safe Physical and Cyber Environment Policy (2013)**

The English Montreal School Board (EMSBS) believes that every member of its community has the right to learn and work in a safe physical and cyber environment. The EMSBS 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 EMSBS's Strategic Plan.

## ***SAFE SCHOOL ACTION PLAN 2018-2019***

### **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:

**Jim Daskalakis - Principal**

**Carrie Armistead- Teacher**

**Alison Prendergast- Teacher**

**Andrea Truffa- Teacher**

**Elaina Uniat - Teacher**

**Ann Margaret Gero– Behavioral Technician**

## ***SAFE SCHOOL ACTION PLAN 2018-2019***

### **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:

- Bullying/Conflict Reports by school staff
- Bus Reports
- Student Openness
- Incidence Reports
- Lunch Monitor Reports
- Behaviour Reports
- Teachers Observations
- Tell them from Me survey

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

- To understand the difference between bullying and conflict for students and parents.
- To guide behavior on bus.
- To provide structured activities for grade 1, 2, 3 students during lunch time.
- To provide students with information sessions on internet safety issues (Digital Citizens).
- To offer a mentorship program with Big Brother Big Sister.
- Sensitize students on Bullying issues in ERC class.

### **Prevention**

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

- Create awareness of Code of Conduct through student assembly
- Develop a common understanding amongst staff and personnel of what bullying is and how to respond appropriately when witnessing suspected acts of bullying.
- Teach social skills to Cycle I students
- Teach Cycle II about fair play
- Invite professional speakers to talk about Anti Bullying
- Promote appropriate behavior through Kids in the Know, McGill Peace by Peace Program – anti violence, Junior Peace Makers, Big Brother and Big Sister mentorship, CCS girls and Boys Clubs, Bartimaeus.
- Star Club with CCW- positive reinforcement.
- Educate on issues such as empathy and kindness through classroom discussions held in ERC.
- Provide lunchtime activities to encourage our students to develop and sustain friendships and to find safe supervised spaces for students to go to.
- Sensitize Bus Driver of reporting procedure at beginning of school year and hold periodic discussions.
- Mobilize community resources for Cycle II, III students (police programs, community centers).

## ***SAFE SCHOOL ACTION PLAN 2018-2019***

### **Existing prevention measures, activities, and initiatives**

- Agenda
- Review often and post in class Code of Conduct
- Review monthly Code of Conduct in Newsletter
- Openness and Communication
- Transition from Grade 6 to High School YMCA
- Transco Bus Safety prevention early in school year
- Staff Training workshops
- Classroom activities for awareness – Behavior Technician
- Police Programs
- Big Brothers Big Sisters Program
- Informel- Action Gardien
- YMCA – Seniors program with St. Gabriel students
- Health and Sex Education
- Workshops for teachers on teaching Health education
- Reward System for Positive Behavior
- Anti-Bullying-Friendship-Kindness 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:

- Understand the difference between conflict and bullying.
- Report suspected acts of bullying or violence to the school administration.

- Promote Wellness in school BBQ,
- 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.
- Consult information on School's Website

The school will commit to having:

- In Monthly Newsletter include ideas, tips and articles pertaining to bullying.
- Inform Parents on Bullying protocols.

### **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.

## ***SAFE SCHOOL ACTION PLAN 2018-2019***

### **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:

- They are reminded regularly (at school assemblies, in class, in their agenda) to report to a staff member at the school.
- Students are provided with confidential, safe and age-appropriate ways to report an incident. They are encouraged to contact and communicate through:
  - Report to Staff member
  - Report to Principal
  - Report to Behavioral Technician (CCW)
  - Intervention with all responsible people
- 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, behavioural 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.

- Meetings with parents/guardians to reinforce social skills, positive behavior and code of conduct at home.
- Consultation with appropriate school professionals.
- Behavioural Technician and/or classroom teacher to provide extra support and/or by monitoring and /or providing plan of action.
- Weekly Follow up,
- Support from Consultants and Project Harbour,

### **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.

- Communication between school , parent/guardian and student
- Discipline with dignity – Reflections , Letters of Apology and Reparation
- Behavior Reports
- Detentions, In-school and out of School Suspensions

## ***SAFE SCHOOL ACTION PLAN 2018-2019***

- Bus Warnings and Bus Suspensions
- Detention room
- Loss of privileges within the school
- Communication with family and social worker
- Community work: working with younger grades to foster engagement and empathy

### **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 those concerned 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:**

Families can contact Principal, Jim Daskalakis at 514 934 2111 at St. Gabriel to discuss concerns or report suspected acts of bullying or violence.

Families can also contact Ann Margret Gero, Behavioral Technician at 514 934 2111 at St. Gabriel to discuss concerns or report suspected acts of bullying or violence.

Complaint procedures (i.e. persons that are dissatisfied with school response can seek support from School Board).

### **Resources**

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

- <http://www.prevnet.ca/>
- <http://www.mels.gouv.qc.ca/en/loq-in-to-the-positive/>
- [www.NeedHelpNow.ca](http://www.NeedHelpNow.ca)
- [www.tolerance.org](http://www.tolerance.org)
- Child Human Rights (UNICEF and Canadian Child Care Federation)