

Safe School Action Plan

Edward Murphy School

Level of Instruction: primary

Number of Students: 232

* Date of Governing Board Approval: June 14, 2017

* Date of Action Plan Revision: June 2017

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).

Describe the school's vision about the individual and collective responsibilities of students, parents, families and staff in preventing and responding to bullying or violent behaviour.

- *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:

Cristina Celzi, Principal
Christopher Simeone, behavior technician
Elisa Giampa
Nadia Greco, teacher
Sandra Greco, teacher
Emiliana Settino, teacher
Giovanna Giuliana, daycare technician
Sandra Tartamela, parent

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
- Bus Incident Reports
- Incident Reports
- Student case conferences (PPT) and admin follow ups
- Meetings with parents
- Reports from students involved in Unite sans violence
- Peer Mediation program (Care Rangers) and social skills groups

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

- *To increase the sentiment of safety during lunch time recess.*
- *To increase the sentiment of safety during transition periods between classes*
- *To increase awareness on internet safety by providing a series of information sessions in the classroom, particularly in cycle 3.*
- *To decrease undesirable behavior on the bus.*

Prevention

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

- *Developing a common understanding amongst staff and personnel of what bullying is and how to respond appropriately when witnessing suspected acts of bullying.*
- *Include the school code of conduct in the student agenda and make it available on the school website.*
- *Educate on issues such as empathy and kindness through classroom discussions and with spiritual animator.*
- *Extra-Curricular Activities that encourage our students to develop and sustain friendships and to find safe spaces for them to go to.*
- *Social skills groups to help students acquire skills to make friends, allowing them to be part of a group and not feel excluded.*
- *Unite Sans Violence, a SPVM anti-bullying program (Cycle 3)*
- *Peer mediation (Care Rangers)*
- *School yard rotation schedule where different grade levels are assigned to the soccer field in particular, on a rotation basis. Supervision is also assigned to areas and in problem areas an effort is made to have the same supervisor to aid in the follow-up of problematic situations.*
- *House system rewards reinforces positive values, school spirit and multi-grade level cooperation.*

- *Guest speakers, activities and plays related to bullying and character development (self-esteem, confidence, self-awareness, safety, etc...protective factors)*
- *We Care Program including a school-wide charter promoting respectful behaviour.*

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 ensuring that staff members receive 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 all 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 behaviour technician and the administration who then investigate and proceed accordingly after an incident has occurred.*
- *Parents/guardians can report to their child's teacher, school administrator, and behaviour technician, in person, by phone 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 appropriate school staff, CSSS social worker and Student Services Department.*
- *Meetings with parents/guardians to reinforce social skills building activities at home.*
- *Behaviour Technician to provide extra support and by monitoring and or providing plan of action.*
- *Provide relevant educational activities for students.*
- *School wide social emotional learning program and integrated curriculum (We Care Program)*
- *Mediation*
- *Collaboration with Spiritual Community Animator and SPVM liaison (Officer Joly)*

Disciplinary Measures

If after investigation, claims of bullying or violence are confirmed, the 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.

- Communication between school , parent/guardian and student
- Discipline with dignity – Reflections and Letters of Apology
- Behavior Reports
- Detentions, in-school and out of School Suspensions
- Bus Warnings and Bus Suspensions
- Loss of privileges within the school
- Communication with local authorities
- Contract that results from mediation

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:

School Principal: 514-259-8883; emurphy@emsb.qc.ca

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/log-in-to-the-positive/>,
- www.NeedHelpNow.ca