

St. Raphael School

Kindergarten to Grade 6 -- Core

33 students

May 23rd, 2018

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.

SAFE SCHOOL ACTION PLAN 2017-2018

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.

- *St. Raphael's School's Safe School Action 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:

- *Gail Callender – Coordinator and Principal*
- *Jasmin Skeritt – Head Teacher*
- *Lena Moise – School Psychologist*
- *Eva Walden- Behaviour Technician*
- *Adeline Kambona -Behaviour 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
- Bus Incident Reports
- Incident Reports
- Student case conferences
- CCW Logs
- Professional Reports
- School staff observations
- School point system
- Behaviour plans (November / June)

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

- *Digital Citizenship*
- *To maintain consistent record of reported incidents with follow-up*
- *Behaviour on social media and cyber-bullying*
- *Parent workshops*

Prevention

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

- *Develop a common understanding amongst staff and personnel of what bullying is and how to respond appropriately when witnessing suspected acts of bullying.*
- *Continue to print the school code of conduct in the student agenda and display it as well on the school website.*
- *Incorporate social skills in the classroom.*
- *Educate on issues such as empathy and kindness through classroom discussions.*
- *Implement Lunchtime activities to encourage our students to develop and sustain friendships and to find safe spaces for students to go to through team building activities and structured games.*
- *Implement Social skills groups, [play centered approach and self-regulation training to help students acquire skills to make friends, allowing them to be part of a group and not feel excluded].*
- *Mindfulness training for staff members and students*
- *Work with the CLSC partners, the CSSS, Batshaw and other community partners towards the goals of prevention. Implementation of CIUSSS Life Skills Program*
- *Train staff members in CPI Non Violent Crisis Prevention Intervention*
- *Facilitate PLC on prevention of aggressive behaviours and bullying (Neufeld training)*

SAFE SCHOOL ACTION PLAN 2017-2018

- *Behaviour on bus*

Collaborating with Families and Social Services

Families and social services 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 and social services staff to:

- Recognize signs of distress in the child.
- Understand the difference between conflict and bullying.
- Report suspected acts of bullying or violence to the school administration.
- Reinforce pro-social behaviours in the child/youth.
- Collaborate with school staff in finding solutions if the child is involved in acts of bullying or violence.

The school will commit to having:

- Informing parents and social services staff of information sessions on issues related to bullying prevention for families.
- Regular Case Conferences with parents and social services.

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 will complete a reporting form to alert the administration to investigate and follow up promptly after an incident has occurred.*
- *Parents/guardians/social services can report to the child's teacher, school administrator, behaviour technician or any other school staff member in person and/or with a direct phone call or in writing.*

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, families and social services 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.

- *Conflict Resolution and Peer Mediation*
- *Consultation with school psychologist and other appropriate school professionals.*
- *Meetings with parents/guardians to reinforce social skills building activities at home.*
- *Behaviour Tech to provide extra support and by monitoring and or providing plan of action.*
- *Provide relevant educational activities for students.*
- *Support from Student Services*
- *Involvement of community partners (DYP, Child Psychiatry, SPVM, CLSC)*

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. Approach will be from an educational perspective.

- Communication between school , parent/guardian and student

- Behavior Reports
- School Suspensions (severe violence)
- Repair/Restitution
- Bus Warnings and Bus Suspensions
- Loss of privileges within the school
- Communication with local authorities

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/guardians/social services 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.

SAFE SCHOOL ACTION PLAN 2017-2018

For more information or inquiries, please contact:

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
- www.tolerance.org
- Child Human Rights (UNICEF and Canadian Child Care Federation)