

SAFE SCHOOL ACTION PLAN FOR THE YEAR 2017-2018

Cedarcrest School

Level of Instruction: Elementary

Number of Students: 308

* Date of Governing Board Approval: May 31st 2017

* Date of Action Plan Revision: January 24th 2017

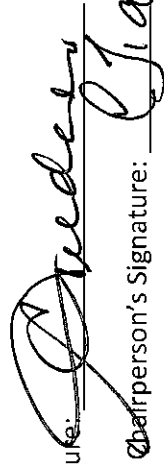
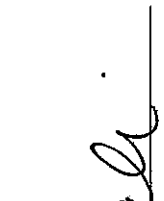
Quebec Education Act (QEA)

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.

Principal's Signature: 
Governing Board Chairperson's Signature: 

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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:

- Civita Tudino -Principal and Coordinator of Safe School Team
- Vittoria La Starza- Behavior Technician
- Lorraine Bélanger Teacher
- Tanya Giordano- Resource Teacher
- Georgia Stamatopoulos- Daycare Technician

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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:

- *Tell Them From Me Student Surveys*
- *Bus Warning and Bus Suspension Reports Bus workshops*
- *Reflection Forms are logged*
- *Social Skills Groups*
- *Behaviour Reports*
- *Suspension Letters*

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 with new supervision practices and procedures including more adults supervising*
- *To increase awareness on internet safety by providing a series of information sessions in the classroom*
- *To increase awareness amongst students and families about the distinct differences between conflict and bullying through planned activities and classroom discussions*

Prevention

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

- *Continue to print the school code of conduct in the student agenda and display it as well on the school website.*
- *Students enrolled in our BASE Daycare participate in Physically Active Workshops and Bartimeaus Team building activities for cycle 3*
- *Implement a Kindness Matters one month program*
- *Implement social skills sessions for Anti bullying Prevention Program from kindergarten through grade 6*
- *Continue character building program: Tableau d'Honneur - kindness board*
- *Continue socialization groups run by behaviour technician (recess and lunch time board games and group projects*
- *Continue our anti bullying campaign (1 month), workshops and school pledge*
- *Provide parents with bullying prevention resources*
- *Use of trained peace pals (students in cycle 3) and cycle 3 student council members during recess to help students in grades 1-6 solve conflicts*

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- *Implementation of the BOKS program before classes and yoga*
- *All staff trained to use epi-pen*

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.*
- *Read, review and sign anti-bullying pledge in agenda*

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 by talking to a staff member.
- Professional /teaching staff members are instructed to react appropriately and document incidents of bullying or violence that they have witnessed or been made aware of to the school administrator or staff assistant.
- Parents/guardians can report to their child's teacher, school administrator, or behaviour technician in person, with a direct phone call, written note or by email.

Measures to Protect Confidentiality

Cedarcrest 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

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Our school professionals and staff will take steps to support students involved in, targeted or affected by bullying behaviors.

These steps may include:

- *Consultation with behaviour technician and/or other appropriate school professionals (psychologist, art therapist, social worker, occupational therapist, community police officer)*
- *Meetings or phone calls with parents/guardians*
- *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.

These measures may include:

- Reflections and letters of apology
- Behavior report warning
- In-school and out of school suspensions
- Bus warnings and bus suspensions

- Loss of privileges within the school
- Community work

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.

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.*

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For more information or inquiries, please contact:

Principal: Civita Tudino

1505 Muir, Saint- Laurent, Qc H4L 4T1

514-744-2614

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.witsprogram.ca
- www.emsb.qc.ca/cedarcrest
- www.gozen.com