



ÉCOLE ST DOROTHY SCHOOL
8961 6^e av. Montreal, Quebec
H1Z 2T7
514 381-0355

Level of instruction: Pre-K to Grade 6

Number of students: 158 students

* Date of GB approval: June 5, 2017

* Date of Action Plan revision: April 24, 2017

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.*

SAFE SCHOOL ACTION PLAN 2013-2014

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*

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:

- *Sandra Léveillé (principal) Coordinator*
- *Donna Bramwell (teacher)*
- *Antonella Terriaca (teacher)*
- *Cristina Zomparelli (teacher)*
- *Maria Marrazza (teacher)*

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*
- Discussions with behavior technician / staff*

SAFE SCHOOL ACTION PLAN 2013-2014

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

- *To provide a safe and healthy environment*
- *Reduced the incidence of bullying as reported in TTFM*
- *To improve behavior on the bus and school yard*

Prevention

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

- *Implementation of the St.Dorothy Safe School Plan.*
- *Developing 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 web site.*
- *Introduction of Virtues Program.*
- *To offer Social Skills Workshop for students.*
- *To offer a “Bullying Workshop” by Lori Rubin (school board’s behavioral consultant) to cycle 3 students.*
- *To offer a workshop on Bullying and Cyberbullying (Police) for students in cycle III.*
- *Leadership Camp for grade 6 students \ Leadership workshops on mini-days*

- *To offer a social skill program (Bartimaeus)*
- *Friendship Clubs at lunch time (Discussions about books on different subjects such as kindness, tattling, , role playing, good manners, impulsivity, friendship, anger*
- *Grade 4-5 girls (Activities on self-esteem*
- *Implemented a “Safe Box in the school”*
- *Implemented “tracers” for certain students*
- *Discussion on the “Restorative Chat Reflection Questions” with the cycle III students*
- *Senior Visit Home (grade 4 students)*

Collaborating with Families

Families are instrumental in helping schools prevent, detect and resolve incidents of bullying and violence. Our school will actively support and encourage families by:

- *Helping parents understand the difference between conflict and bullying through in the school agenda.*
- *Informing parents about our Citizen of the Month Program through School Newsletter.*
- *Invite the local police to come and talk to the grade 6 students and parents about cyber bullying.*
- *Encouraging parents to report suspected acts of bullying or violence to the school administration.*

SAFE SCHOOL ACTION PLAN 2013-2014

- Collaborating with school staff in finding solutions if their child is involved in acts of bullying or violence.

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 the 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 encouraged to report incidents verbally or by writing to any of our staff members.*
- *Staff members complete a reporting form to alert the administration to investigate and follow up promptly after an incident has occurred.*
- *Parents/guardians are encouraged to report verbally or in writing to their child's teacher, school administrator or behaviour technician of any incidents that involve bullying issues.*

Measures to Protect Confidentiality

St Dorothy 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

St Dorothy's staff members will take the following steps to support any student who has been involved in, targeted or affected by bullying behaviors.

- *Consultation with appropriate school staff members (teacher, behavior technician, etc.)*
- *Meetings with parents/guardians are organized to help support families to seek for solutions.*
- *Students who are involved in bullying incidents are supervised by the school's behavior technician.*
- *Families are referred to the CLSC to see professional help.*
- *Consultation with Behavior Management Specialist (School Board), Student Services and other appropriate school professionals.*

SAFE SCHOOL ACTION PLAN 2013-2014

- *Provide relevant educational activities for students.*

Disciplinary Measures

After investigation of an incident report, the school will determine what disciplinary measures will be required. Depending on the severity and frequency of the incident, examples of measures can be warnings, written assignments, detentions, loss of privileges, school suspensions.

If claims of bullying or violence are confirmed, parents/ guardians and staff members will be informed.

If the incidents are resolved, parents and staff members will be informed. If not, the school will initiate the Safe Physical and Cyber Environment policy Procedures.

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:

- Continuing to report on any interventions and communication
- Administration and the behavior technician checking in with both parties to make sure the incidents have come to end. They will also maintain communication with the families.
- Administration verifying that the required support services are offered to both parties.

For more information or inquiries, please contact:

Sandra Léveillé

Principal

514 381-0355

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
- *Scholastics (Teaching Strategies, Creating a Bully-Free Classroom)*
- <http://www.mels.gouv.qc.ca/commissions-scolaires/intimidation-et-violence-a-lecole/>
- *Youth Protection (Batshaw)*
- *Child Human Rights (Unicef and Canadian Child Care Federation)*