



École FACE School

Level of instruction: Elementary & Secondary

Number of students: 294

* Date of GB approval:

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, that 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.



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 know about an **act of violence or bullying** involving a student to **report** it promptly.
- Our **school administration** will always take the necessary steps in **investigating reports** and **ensuring safety** for those concerned.

Safe School Team

Our Safe School team always works 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:

- Marilyn Ramlakhan, Principal
- Jennifer Harriet, Vice-principal
- Heidi Skorski, Guidance Counsellor
- Amber Regier, Youth & Addiction Counsellor (Chabad Lifeline)
- Vivian Halperin, Behaviour Technician
- Anna Berlyn, Handicap Pupil Attendant
- Nathalie Benchitrit, Elementary Teacher
- Al Finlayson, High School Teacher
- Simone Nichol, High School Teacher
- Joanna Fisher, Handicap Pupil Attendant

School Climate

Within our school community, we nurture a family-orientated spirit of FACE, so that both our elementary and secondary school students have a strong sense of belonging and of being in a safe space. Because of the dedication given by our staff, our students enjoy coming to school, as we focus on helping them to feel of being part of an extended family.

Elementary School: At the elementary level, teachers' value and focus in having constructive, positive relationship with their students, and to ensure that there is a strong sense of belonging and feeling safe at school.

Secondary School: At the secondary level, we continue to ensure pastoral care by nurturing a sense of belonging of our students so that is any (potential) acts of bullying or intimidation, are promptly addressed and resolved.

We are able to monitor how safe students feel in their learning environment and by doing so, we are able to assess what improvements we can make as a school community. This helps us to be more pro-active in identifying issues that arise due to bullying and/or violence and ensures effective harm-reduction.

Our school collects data from the following sources:

-*'Our School' Survey*

-*Records of Disciplinary Interventions*

-*Incident Reports*

-*Feedback from Parents*

-*Focus Groups led by counsellors, CCW's, Animators (who are able to help the school community) via a range of entry points -personal, spiritual, family, and/or motivational concerns that include: illness, divorce, finances, anger, sexual orientation, death, depression, sexual identity, relationships, substance abuse...*

Priorities

Based on our data analysis, we have established the following *priorities* for the coming school year 2021-2022:

- *To increase a sense of well-being and safety of our students with an emphasis on ECA's, to have interaction that supports the fostering of positive teacher-student interaction and effective supervision practices.*
- *To provide alternatives pathways to the conventional academic curriculum by offering vocational programs and/or adapted curriculum.*
- *To begin bi-monthly level meetings to discuss student's performance and to create appropriate action plans.*
- *Continue the on-going 'Our SCHOOL' survey*
- *To increase awareness on internet safety, 'netiquette' by providing a series of information sessions in the classroom.*

Prevention

As part of a broader effort to educate on bullying and violence, and subsequent protective measures, our school will continue with initiatives that promote and reinforce positive behaviour and mutual respect via:

- *Increase sense of belonging for students through targeted support and ECA's.*

- *Bullying Awareness, Sexual Health Workshops, Pink T-Shirt Day, Kindness Week*
- *Basketball program and mentoring with network in mind;*
- *Youth Fusion, Student Lounge, Breakfast Club, Student Clubs, LGBTQ group*
- *To highlight behaviours related to the development of students' social skills*
- *To model behaviours that facilitate the prevention of violence and intimidation in school*
- *To incorporate a mentoring program of Grade 6 students will do a presentation to fellow elementary school students.*
- *For further intervention: To develop information booklet on bullying to be distributed to students*
- *Continue to include the school code of conduct in the student agenda and display it on the school website.*

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, automated messages, newsletters posted on the school website and Facebook page, 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.*
- *Encourage and reinforce positive behaviours in their child/youth.*
- *Collaborate with school staff in finding solutions if their child is involved in acts of bullying or violence.*
- *Celebrate achievement and successes*
- *Put resources on the website that link to the following topics:*
- *Definition of terms (e.g. SPVM videos);*
- *Conflict resolution and positive communication;*
- *How to support your child if they are witnesses to acts of violence and intimidation (e.g. QEP Ministerial site).*

Response Procedures

Our school is committed to ensure that professional and teaching staff members receive ongoing training in how to respond appropriately when witnessing or having being made aware of harmful behaviours. Claims of bullying and violence will be investigated according to establish school guidelines. Emphasis will be on assuring safety, promoting accountability, considering mitigating factors, and repairing harm.

Reporting Procedures

The protocol for reporting incidents of bullying and/or violence as described in the student agenda and on school website.

- *Students will be 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 administration to investigate and follow up promptly after an incident has occurred.*
- *Parents/guardians can report to (their child's teacher, school administrator, behaviour 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 a violent incident. We would like to remind you that when our staff and families share information about an incident, this confidentiality of information is done, strictly on the need to know basis, with 100% consideration to the feelings and privacy of individuals. This strategy includes the following:

- *E-mail Reporting and only qualified personnel can access this*
- *Written Reports 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.

Overview:

- *Consultation with guidance counselor and other appropriate school professionals, including our socio-community police officer.*

- *Meetings with parents/guardians to reinforce social skills building activities at home.*
- *Mediation that may include Restorative Justice and Peer-mediation.*
- *Mentoring via an approved organization/person.*
- *Counseling that may include referral.*
- *YMCA alternative to suspension program.*
- *Provide relevant educational activities and CCW support for students.*
- *Advocate on behalf of students in the resolution of conflicts, in whatever situation they find themselves in (e.g. unstructured moments, informal settings, etc.).*

In-School Procedure

Support measures for the victim:

- *Individual meeting with student*
- *Develop an action plan to protect the victim*
- *Follow-up with Special Education Technician*
- *Follow-up with parents by the vice-principal*

Follow-up to ensure that the situation is resolved

Broader interventions:

- *Collaboration with the SPVM if necessary.*
- *Report to the DYP if necessary.*
- *Reference to the Multi-disciplinary team if necessary.*
- *Teaching conflict resolution strategies.*
- *Implementation of measures to reintegrate back to the class (if applicable)*

- *Interventions to help students to acquire appropriate behaviours; (social skills)*
- *Follow-up by administrative team to verify the student's well-being, and to ensure that student's school routine returns back to normal*
- *To assess the effectiveness of the action plan measures, support and assistance*
- *Regularly check-in with the student and appraise how they are, the status of bullying, that the situation is improving.*

Follow-up with parents and teachers

Disciplinary Measures

If after investigation, claims of bullying or violence have been 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 both the dignity and legal requirements regarding the confidentiality of students.

Any sanctions are based on a respect for the dignity and well-being of those most immediately concerned.

In line with the EMSB Safe Physical and Cyber Environment policy, an Educational Placement Committee meeting may be scheduled. Depending on the severity of the issue, police may be contacted if a criminal act or threat of a criminal act has been 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:

General overview

- *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, and 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

Ms. D. Leibovici, Violence Prevention Consultant, EMSB.

Tel. 514-483-7200 (ext. 7434).

Resources

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

- <http://www.preynet.ca/>
- <http://www.mels.gouv.qc.ca/en/log-in-to-the-positive/>,
- www.NeedHelpNow.ca
- <https://www.canada.ca/en/public-health/services/bullying.html>