



School Governing Board Approval Date: June 15th 2017

Princess Elizabeth Elementary School	<input type="checkbox"/> PRIMARY SCHOOL	June 2017	Enrolment/FTE on Sept. 30, 2017: 270	Principal: Marie-Pier Cabana Safe School Committee Chair: Christine Letourneau
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Safe School Committee Members & Their Function: Catherine Brunet, Lisa Gauthier, Christine Letourneau, Virginia Cartmel, Marie-Pier Cabana

• **Non-Academic**

P.E.E.S. is located in the picturesque city of Magog with Mt. Orford as a backdrop. Our community of students is drawn from Magog and the surrounding areas of Austin, Orford, Georgeville, Omerville, Canton de Hatley and Canton de Stanstead. It serves a student population from passe-partout (4-year old program) to grade 6. Our students are either English or French mother tongue and a third are arriving bilingual. This reflects the changing base of our population that is just about evenly split between English or French as mother tongue. The following categories outline the various activities and events being offered in the 2015-2017 school year.

Sporting Activities and Events:

- Tchoukball
- Cross-country running
- Soccer
- Badminton
- Floor hockey
- Basketball
- Field games
- Dance

Annual School Activities:

- Breakfast Program
- Homework Club
- Annual Terry Fox Event
- Annual Mountain/Walkathon
- Halloween
- Remembrance Day
- Bookfair
- Annual Craft Fair

Geordie Productions

- Annual Christmas Show
- Annual Journée Blanche
- Annual Pink Shirt Day
- Carnival
- Talent Show
- BBQ

- **Academic**

Teacher Best Practices:

- Sound Prints
- Guided Reading
- Daily Five
- Later Literacy
- Cross Cycle Buddy Reading
- Resource Material Centres
- Developmental Reading Assessments
- Early Intervention in K and Cycle 1 in English and French
- Small Resource Intervention
- Levelled French program (Second Language and Enriched)
- GB+
- Hooked on School
- Culture in the School
- Kindergarten Integration Through K visit
- Vocational Education Visit for grade 6

- Noon hour social support group (Lego Lunch)
- Safe Haven

Daycare Events:

- Activities during Pedagogical Days
- Judo
- Art
- Halloween Haunted House
- Christmas Play
- Making popsicles and sold for cancer research

CLC (Community Learning Centre) School-Related Activities:

- Math/French volunteers
- Art class
- Yoga
- Horseback Riding
- Garden project and related activities
- Soup Harvest
- Cooking With Students
- VLC

This Action Plan also follows the objectives of the Partnership Agreement and the Management Agreement on Educational Success (MESA), more particularly, *Objective 4: The Improvement of Health and Safety in Schools.*

Our annual MESA objective : To decrease violence and bullying incidents

Our main MESA actions:

- Student Values
- Gotcha's
- Lego lunch
- Sport activities
- Inform/educate parents, staff and public of what bullying/violence are, steps to be taken in prevention, identification, reporting and consequence.

- 3 Assemblies (September, February and May) and wearing pink anti-bullying t-shirt.
- Establish common area for student participation (bulletin board in front of office) – Owned by each cycle, (assigned months).
- Attachment (Neufeld theory)

What are the conditions that support the development and the implementation of the Action Plan (releases/substitutions, school organization, etc.)?

- Sharing of information on school plan and Bill 56 at beginning of school year with all staff
- Discuss MESA objectives, data collection, interventions, reporting of incidents, steps to be taken for students and parents by the principal
- Discussion with School psychologist
- Use of common presence time for teachers
- Reflection time

What actions have been implemented to mobilize staff against violence and bullying?

- Review of MESA objectives, development of a tracking system for tracking behaviours, communicating amongst staff, and administration.
- Professional development for staff (Attachment workshops)
- Development of a common language to use with children
- Lego Lunch, Lunch Sports
- Start of a “Safe Haven” for students with behavioural challenges
- Open door policy for students, staff and parents, who wish to report incidents of bullying with a specific procedure to follow.

¹ The document was prepared in a collaborative effort between the Estrie, Montréal, Mauricie-Centre du Québec, Montérégie et Laval-Laurentides-Lanaudière Regional Offices (MELS 2012)

Action Plan Initiatives to prevent Bullying and School Violence	Analysis of the Situation	
<p>1. An analysis of the school situation with regards to acts violence and bullying:</p>	<ul style="list-style-type: none"> • From 61% in April 2015 to 95% in June 2019. (TTFM) • Baseline to be created in 2016-17 and 2017-18 for incident report. 	
<p><u>Our strengths:</u></p> <ul style="list-style-type: none"> • Clear code of conduct and protocol for tracking of incidents of behaviour, communication amongst school personnel, action that needs to be put in place and follow-up • Staff that uses a common language and approach in dealing with aggressive behaviour. Always remembering we are educating and not punishing. • All staff take care of all students. • Effective use of resources (peer mediation program psycho-educator, technicians and H.S.A.s, Lego Lunch Safe Haven, social skills groups etc.) 	<p><u>Priorities:</u></p> <ol style="list-style-type: none"> 1. To continue to educate students, parents and staff members about what actually constitutes bullying and the repercussions of it. 2. To continue to implement a consistent system for tracking incidents of aggressive and bullying behaviour. 3 . To continue to apply consistent (and appropriate) action to educate. 4. To provide support and follow-up for victims, perpetrators, and parents where necessary. 	

Action Plan Initiatives to prevent Bullying and School Violence		Description	Timeframe
<p>2. Prevention measures to counter any forms of violence or intimidation, in particular with regards to racism, sexual orientation, sexual identity, homophobia, a handicap or physical characteristic:</p>	<p><i>Current practices</i></p> <ul style="list-style-type: none"> • Workshops • Civics training sessions • Regular classroom discussions • Modelling/role playing • Extra-curricular sports and activities • Safe Haven • Social Skills Groups • Lego Lunch • Communication 	<ul style="list-style-type: none"> • Workshops about bullying (recognition of, implications, ways of being proactive etc.) are provided by our psycho-educator to staff. • Effective early intervention (preschool-primary transition) • Effective early intervention (primary-secondary transition) • Teachers and support staff are encouraged to attend board-sponsored workshops on these subjects. • Teachers provide regular civics training through lessons and discussions revolving around respect, empathy, sympathy, good citizenship, peaceful conflict resolution etc. • Teachers involve students in the building of “Play, Learn and Grow” • Staff model appropriate behaviour and organize role play activities for students • A variety of extra-curricular sports and clubs are offered to help to foster a sense of belonging for all students in the school 	<p><i>On-going as needed</i></p>

		<ul style="list-style-type: none"> • -Social skills groups have been happening at lunch for children who experience difficulty socializing, when the need arises. • -Cycle meetings, transfer meetings, common presence time has been arranged for staff to communicate regarding the needs of students • -Use of <i>Second Step</i> program in classrooms. 	
	<p><i>Practices to enhance</i></p> <ul style="list-style-type: none"> -<i>Communication</i> -<i>Being Proactive</i> -<i>Consistency with reporting of incidences</i> 	<p>Inform parents on definition of bullying and actions to be taken (ETSB pamphlet)</p> <ul style="list-style-type: none"> • We must continue to work on being proactive and using the tools that we have at our disposal i.e. Safe Haven, communication with parents (phone calls, meetings etc.) • We must continue to offer extra-curricular opportunities that meet the interests and needs of all students 	<p><i>Aug. 2017</i> <i>Ongoing</i></p>

	<i>New practices to be established</i>	-Open Safe Haven for September 2017 -Live the Play, Learn and Grow together	<i>Fall 2017</i>
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<i>Sections # 3-9 outline the intervention protocol for bullying and violence</i>			
Action Plan Initiatives to Prevent Bullying and School Violence			Timeframe
3. Measures to <u>involve</u> parents to help prevent bullying and violence and in the establishment of a safe and secure learning environment:	<i>Current practices: Communication with parents</i>	<ul style="list-style-type: none"> • Documentation is sent to parents regarding our school <i>Action Plan Against Bullying</i> as well as our code of conduct at the beginning of the school year. It is also posted on our website. This documentation also informs parents on the protocol to follow (use of report forms etc.) when reporting and incident of bullying. • Parents are encouraged to communicate with the school and are given the proper coordinates (email, phone number, contact person) in the event that they have concerns or questions regarding the issue of bullying (or any other issue related to their child's well-being at school). 	August 2017 On-going as needed

	<i>Practices to enhance</i>	<ul style="list-style-type: none"> • Implication of parents • Information for parents 	On going
	<i>New practices to be established</i>	<ul style="list-style-type: none"> • Information to parents- Action Plan – Bill 56 – Play, Learn and Grow together 	Aug. 2017
4. Applicable ways to describe or to make a complaint concerning an act of bullying or violence and, in particular, to denounce the use of social media or communication technologies for cyberbullying:	<i>Current practices</i> Communication	<ul style="list-style-type: none"> • Follow the Protocol established by the school, available on the Website or at the School Office • Students have access to staff members to describe the incident at all times 	On-going as needed
	<i>New practices to enhance</i>	<ul style="list-style-type: none"> • Parents are encouraged to communicate with the school and are given the proper coordinates (email, phone number, contact person, protocol) for reporting • Information to students about the identification of bullying and clear understanding of what bullying is. • All staff have been provided with a copy of the school code of conduct, the school Action Plan Against Bullying and the necessary report forms needed for reporting incidents of aggression and/or bullying. • A confidential mailbox needs to be placed outside the office for those who want to make complaints anonymously • Documentation is sent to parents regarding our school Action Plan 	Aug. 2017

		<i>Against Bullying</i> as well as our code of conduct at the beginning of the school year.	
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Action Plan Initiatives to prevent Bullying and School Violence		Description	Timeframe
<p>5. <u>Actions which must be taken when an act of bullying or violence is noticed by a student, a teacher, another member of the school staff or by some other person:</u></p>	<p><i>Current practices</i> School code of conduct</p> <ul style="list-style-type: none"> • Incident reports and report forms • Communication • Meetings with parents • Counselling where necessary • For victims and perpetrators 	<ul style="list-style-type: none"> • Incidents are reported to the school administration by staff using the school incident reports and the bullying report forms if the incident is specific to bullying. • Incidents are reported by parents verbally and where the administration determines that bullying has taken place, parents are encouraged to fill out a report form • School administration investigates the incident and applies the steps that are in-line with the school code of conduct • Administration communicates with parents of victims and perpetrators • Support measures are put in place i.e. anger management counselling for perpetrator, or counselling to reassure the victim, Safe Haven routine etc. • Where necessary mediation is 	<p>When incident takes place</p>

		<p>provided for parties involved</p> <ul style="list-style-type: none"> • Report forms are kept in the principal's office in a confidential file. • Administration and staff check in regularly with victims and perpetrators to ensure that the conflict has been resolved and to prevent further incidents of such nature 	
	<i>Practices to enhance</i>	<ul style="list-style-type: none"> ○ Implementation of Play, Learn and Grow together 	
6. Measures to <u>ensure the confidentiality</u> of any description and/or complaint concerning an act of bullying or violence:	<i>Current practices See section 5 above</i>	See Protocol Confidential Mailbox for students	

Action Plan Initiatives to prevent Bullying and School Violence		Description	Timeframe
<p>7. <u>Measures of support and follow-up offered to a student victim of an act of bullying or violence as well as to a witness or perpetrator of such an act:</u></p>	<p><i>Current practices</i></p> <ul style="list-style-type: none"> • Support for the victim • Educational measures for the perpetrator with respect to remediation and making amends 	<ul style="list-style-type: none"> • Creating a climate of trust and confidence during the interventions • Supporting the student's efforts to better integrate himself or herself into the school environment • Implementing protection measures, if necessary • Communicating with the parents while taking into account the interest of the student. • Guaranteeing support when needed • Offering a written or verbal apology (privately or publically) • Quality time spent with the victim to restore the relationship • Establishing and maintaining a relationship with the student • Guiding the student towards taking his or her own share of the responsibility • Teaching the student conflict resolution and anger management skills • Organizing a support group for the students involved 	<p>On-going as needed</p>

Action Plan Initiatives to prevent Bullying and School Violence		Description	Timeframe
8. <u>Applicable disciplinary measures specifically with regard to the acts of bullying or violence according to the seriousness or the repetitive nature of these acts:</u>	<i>Current practices</i> <ul style="list-style-type: none"> • School Play Learn and Grow • Incident reports and report forms • Communication • Meetings with parents • Counselling where necessary for victims and perpetrators 	<ul style="list-style-type: none"> • Restitution with victim • Anger management counselling for perpetrator with psycho-educator or technician • Removal from playground i.e. recess and/or noon hour at the office to assure safety • Written reflections and letters of apology • In school suspensions • Out of school suspensions • Police involvement if warranted 	On-going as needed
9. <u>Follow-up which must be given to any description and to any complaint concerning an act of bullying or violence:</u>	<i>Current practices</i>	<ul style="list-style-type: none"> • Teacher keeps a log of behaviours • Regular “checking in with victims, perpetrators, staff members etc. to ensure that the bullying has stopped • Communicating regularly with parents • Consistency in applying consequences as per the school code of conduct • Educating both parties • Regular communication staff regarding solutions for incidents of bullying 	On-going as needed
	<i>Practices to enhance</i>	<ul style="list-style-type: none"> • All above in 9 	