



Anti-Bullying and Anti-Violence Plan

2016 - 2017

School : Westwood Senior High School

Goal: To promote a safe and peaceful school where everyone is free to learn in an environment fostering a culture for learning.

To prevent and stop all forms of bullying and violence caused by a student, targeting a student, a teacher or any other staff member.

Definitions:

Bullying: refers to any repeated direct or indirect behavior, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress, hurts, oppresses, intimidates or ostracizes.

Violence: refers to any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

Members of the anti-bullying and anti-violence team:

Sheila Honeyborne

Rosanna Riccardi

Dean Graddon

Monique Reid

Governing Board approval:

Laura Pfeiffer

Sheila Honeyborne

Governing Board Chair

Principal

Laura Pfeiffer

Sheila Honeyborne

1. Analysis of the School's Situation:

The Westwood Senior High School Community pledges its support for the position of the Lester B. Pearson School Board's Safe and Caring School Policy with respect to school safety and security. To that end, Westwood Senior High School is committed to working towards eliminating all forms of bullying and violence in its community and to taking a regular measure of its school climate as it relates to these particular issues.

Proposed Steps

- Westwood Senior High School will poll the student population twice per year (November/April) through its Tell Them From Me survey to identify the student perception of bullying. The first survey establishes the situation, and allows for the implementation of actions and strategies. The second survey indicates the degree of impact of the actions and strategies.
- Westwood Senior High School Administrators will continue to use the standard form regarding reported incidents of violence or bullying.
- Westwood Senior High School will include Transportation/Bus Reports related to acts of bullying or violence as part of its general snapshot of the school's situation.
- Suspensions and expulsions related to bullying and violent behaviour will be recorded and included in the snapshot.
- Westwood Senior High School will keep a general tally of referrals to the office for bullying or violent behaviours for reporting purposes. (student action forms)
- Westwood Senior High School commits to including its analysis of the situation, targets, actions, strategies and monitoring mechanisms in the school's MESA (Management and Educational Success Agreement) and to including a section on outcomes in its Annual Report on the MESA.

2. Prevention Measures:

The Westwood Senior High School Community holds firm in the conviction that education and dialogue are the keys to changing attitudes towards issues of bullying and violence in schools. As educators, we are committed to providing opportunities for all members of our community to explore these issues, share experiences, move towards a greater understanding of their underlying causes and build the capacity to rise above them. We acknowledge that changing attitudes and culture is a long-term process. To that end, established measures such as those listed below should be considered as part of a general plan to promote a safe and caring school environment.

Proposed Steps

- The Westwood Senior High School Code of Conduct will be distributed to all school members and parents annually via the school's website. The Code will be discussed and referenced in communications with the school community throughout the year, so it remains an active document within the context of this plan. It is also included in the student agenda
- Westwood Senior High School is committed to the goals and objectives of the LBPSB Digital Citizenship Project and its implication in this plan.
- Westwood Senior High School will continue to implement programs related to anti-violence and anti-bullying over the course of each school year. These programs may include, but are not limited to:
 - Member of Peaceful Schools
 - Student led Initiatives to promote awareness and to educate students on Cyber Bullying, Anti Bullying, Anti Violence & Social Media use such as:
 - Assemblies for Students
 - Sisterhood
 - The Brotherhood
 - SQ Kiosk
 - DEER Project
 - TTFM
 - Parent Sessions (SQ Kiosk at school)
 - Pink T-Shirt Day/anti bullying month
 - Partners for Life
 - Random Acts of Kindness
 - Promoting available resources such as <https://respectyourself.info/>
- Westwood Senior High School will commit to a minimum of one presentation annually by an outside organization. (play, team building activity, concert, etc.) which focuses on the theme of anti-violence or anti-bullying
- Westwood Senior High School commits itself to educating our students with regards to Law 19, as well as disseminating anti-violence and anti-bullying information during student assemblies (or rotating class visits) over the course of the academic year.

3. Measures to Encourage Parental Collaboration:

Parent collaboration and cooperation is critical to the success of any plan to eliminate bullying and violence in schools. The Westwood Senior High School Community includes parents and, as a consequence, it is understood that parents are committed to the goals and objectives of this plan. It is critical that parents work with the school and engage in constructive dialogue on issues as they arise.

"The Lester B. Pearson School Board (as a whole) believes that the school board's administrators, staff, parents, students and all those present in the school's environment have a responsibility to ensure that the right to be safe and secure is upheld."

Introduction, LBPSB Policy on Safe and Caring Schools, November 2008, p.4

Proposed Steps

- Westwood Senior High School shall review Westwood Senior High School's Anti-bullying, Anti-Violence Plan on an annual basis. A permanent link to this document will be available within the Westwood Senior High School section on the website.
- Westwood Senior High School will commit itself to promoting programs and events that deal with anti-bullying/anti-violence, at various school events such as Curriculum Night, Open House etc.
- Westwood Senior High School will post information or links on its school website with relevant parent information regarding bullying, being a responsible bystander, internet safety, cyber-bullying, etc.
- In collaboration with its Governing Board, Home and School, Westwood Senior High School will present parent information sessions on specific topics of bullying and violence as needed.
- Westwood Senior High School commits to ongoing communication between school personnel and the parents of children who are being bullied and those who engage in bullying behaviours, until complete resolution of the problem. Additionally, Westwood Senior High School commits to periodic follow-up communication with the victim of bullying, and his/her parents to ensure that the measures taken have been successful.
- Possible interventions to establish partnerships with parents could include but are not limited to: identifying students with behavioural difficulties, then having the Principal/teacher make initial contact at the beginning of the year to discuss what can be done to ensure that the year will be successful for the student. As well, they will call home when positive behaviours are seen to encourage the student.

4. Procedures for Reporting:

All members of the Westwood Senior High School Community are entitled to a safe, non-threatening and easily accessible process for reporting incidents of bullying or violent behavior regardless of whether they are victims, witnesses or a reporting party. It is understood that our process is designed to facilitate and encourage, not impede, the reporting of incidents.

Proposed Steps (Students) this area has been reorganized to make more sense with a few alterations to the wording

- Westwood Senior High School guarantees confidentiality for parties reporting incidents of bullying and/or violence. At the same time, we guarantee that the identified perpetrator is fully apprised of the details of the report made against him/her.
- Any Westwood Senior High School student who witnesses an act of bullying or violence is expected to tell a staff member at school, and/or an adult at home so as to allow those adults to follow-up with reporting as they see fit and necessary.
- If a student has made a verbal report of a bullying or violent incident, he or she is also expected to provide a written report (on paper or electronically) documenting the incident(s) to allow for the proper follow up to take place. To write the report the student may request assistance from a staff member or adult at home.
- Westwood Senior High School encourages students to contact an administrator, or another staff member they trust to report bullying or violence in the school.
- At the same time, if a verbal report is given to a staff member by a student that staff member is legally obligated to communicate the report to administration and then support the investigation and follow up as the administrator follows the stated procedures.
- Westwood Senior High School will provide a locked box where students can submit written communication with school staff regarding issues of bullying or violence. Students should be strongly encouraged to sign their name to allow for follow-up. The "Reach Out" box will be placed inside the guidance area.

Proposed Steps (Parents)

- Members of the Westwood Senior High School parent community who are made aware of a bullying situation or act of violence involving either their own child or another student of the school are obliged to contact the school Administration (Principal or Vice Principal), their designate or classroom teacher. This contact and subsequent follow-up will be documented by Westwood Senior High School personnel.
- Within two days of receiving the report, the reporting parent will be contacted by the school, to be assured that the situation is being investigated and that appropriate action is being taken. Further details will be limited in order to insure confidentiality of parties involved.
- Westwood Senior High School invites the following forms of contact from parents:

- Direct phone call to school administrator.
- Letter detailing issue or incident addressed to school administrator or classroom teacher.
- Email
- Completion of a reporting form available from the school's main office.
- Meeting with administration

5. Actions to Be Taken When Observing a Bullying or Violent Act:

No member of the Westwood Senior High School Community will be indifferent towards reported or witnessed acts of violence and bullying. We are committed to responding to and investigating any report we receive which suggests that an incident of violence and/or bullying has taken place amongst our population. Furthermore, we are committed to considering all available facts in a timely and efficient manner.

Proposed Steps:

- All Westwood Senior High School staff will be committed to *a zero indifference* policy with respect to acts of violence or bullying or reports of said acts.
- A Westwood Senior High School student may intervene if the situation does not threaten his /her well-being and/or may choose to seek the assistance of a staff member.
- Any Westwood Senior High School student who witnesses an incident of violence or bullying must report the incident to the appropriate staff member in the school using the established protocols (refer to 4 in this plan).
- Any member of the Westwood Senior High School Parent Community who is witness to an act of bullying or violence is obliged to report that incident directly to the school administration. The steps that are undertaken include investigation of the report, appropriate measures taken and appropriate follow-up as per Section 4 of this plan.

Note: All Westwood Senior High School reports regarding incidents of violence and/or bullying must be forwarded to the appropriate Regional Director in cases where students are excluded from their regular course of studies as a consequence of their actions.

6. Measures to Protect Confidentiality:

As part of the investigative and follow-up processes, Westwood Senior High School is committed to maintaining fair, accurate and confidential records of each reported incident of bullying or violence, regardless of the investigative outcome. These records will include specific

details on the incidents in question, the steps taken by the school as a consequence of its investigation and indication of intended follow-up. Westwood Senior High School is committed to keeping these records confidential and secure so as to protect all parties regardless of their role in the incident.

Proposed Steps:

- The Westwood Senior High School anti-violence/anti-bullying plan will be reviewed annually and all staff members are reminded that every incident and the follow-up must be kept confidential.
- All reports of bullying and/or violence will be kept in a secure location under the supervision of the school principal or his/her delegate.
- The above named reports will be kept in a file distinct and separate from the Cumulative File or Confidential File of an individual student.
- In all instances and procedures, sensitivity to the fears and feelings of all parties must be kept in mind.
- All parties agree that Westwood Senior High School personnel are not obliged to share information about another student with anyone but other staff, if necessary, and the parents of that student.

7. Supervisory or Support Measure for Victims, Witness, and Perpetrator:

All members of the Westwood Senior High School Community will be thorough in their treatment of reported cases of bullying or violence. They pledge to intervene in an appropriate manner, request the intervention of school administration if necessary and report the incident as per the process described in Section 6 of the plan.

Proposed Steps (Victim):

- An adult staff member will determine the severity and frequency of the incident (s) through a discussion with the student. The adult may be the classroom teacher, administrator or another adult staff member with whom the student is comfortable talking.
- A Westwood Senior High School Administrator will conduct scheduled follow-up meetings with the student to ensure the bullying or violence has stopped and to provide support to the student. The degree of support offered at these meetings and their frequency shall depend upon the feedback from the victim regarding the current circumstance.
- In all cases, a determination will be made as to which members of the school staff must be made aware of the incident to ensure that the student is safe.
- Parents will be informed immediately following the incident and regularly updated until the situation is resolved. Referral for counselling through the LBPSB Student Services Department or through outside referral will be requested when deemed appropriate.
- The victim will be engaged in discussion or follow-up meetings with their support contact to ensure establishment of a sense of security

- In some cases, the school team may suggest a referral to the school social worker or make a CSSS referral for victim services.

Proposed Steps (Bystander):

- Following the incident, an intervention may be held with any bystanders to determine their role in the incident. If the incident witnessed is severe, bystanders are met, in a group or individually, to debrief the event, discuss their role and to determine more appropriate actions in the future.
- Consequences are applied, if appropriate for students that are actively involved in encouraging the incident.
- Westwood Senior High School reserves the right to contact the parents of bystanders when it feels such contact is appropriate.
- As with victims, witnesses to acts of bullying or violence should have a reasonable expectation of feedback from intervening adult figure in a timely manner so as to guarantee a sense of safety and security in the school.

Proposed Steps (Perpetrator):

- The initial intervention with the perpetrator is managed by the Westwood Senior High School staff member who intervened and the incident is reported to the office.
- The adult who intervenes or adult who is told of an incident makes a report to the office (or the person designated to receive reports) with a request for follow-up investigation. Once an investigation has been completed and the incident is confirmed to be bullying and/or violence, the Westwood Senior High School Principal or delegate meets with the perpetrator. The perpetrator is told of the report, discusses the incident and is given a consequence.
- The perpetrator's parents are called and informed of the incident and the consequences. The parents may be asked to come to school for a follow-up meeting.
- In cases where it is deemed necessary and appropriate, Westwood Senior High School may refer the perpetrator and his/her parents to support services available to the school.
- Westwood Senior High School is responsible to inform parents of their right to request assistance from the person designated by the School Board for referral to support services.
- It is expected that following any intervention, the perpetrator must report to principal or designate for follow-up discussion concerning the incident in question.
- Parents are requested to collaborate and be part of the plan which includes sanctions as well as support as per Section 3 of this plan.

- In any circumstance, intervention with a perpetrator of an act of violence or bullying at Westwood Senior High School may include a therapeutic intervention as a means of support. Such interventions may include:
 - Referral to an outside organization for support
 - Planning Room support
 - Temporary or permanent placement in alternate class in school
 - Referral to outreach system.
 - Intervention of CSSS social worker

8. Disciplinary Sanctions:

The Westwood Senior High School Community is committed to applying fair, consistent and appropriate sanctions in all cases where it has determined that acts of bullying or violence have taken place. These sanctions will always be applied with the understanding the long-term objective is for rehabilitation and reintegration but that the safety of the whole will never be subordinate to that objective.

"Any disciplinary action must be fair, equitable and consistent with the general aims and goals of education. Whenever possible, the disciplinary action should allow for effective learning." LBPSB Policy on Safe and Caring Schools, Section 3, November 2008, p.9.

Proposed Steps:

- The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. Adult decides no further follow-up is required. A report goes to the Principal.
- Westwood Senior High School staff member may request that the perpetrator is sent to the office or other designated area while the initial investigation of the incident is being carried out or for a limited period of time.
- Students may lose basic school privileges (lunch hour, recess) for a designated length of time.
- Planning Room periods with stated objectives with respect to reflection and discussion of offending conduct.
- Referral for appropriate outside services, if necessary.
- Community Service either inside or outside of the school setting.
- Out-of-school suspension with re-entry meeting with parents and students. A plan is developed for the student and agreed to by all. Implicated teachers and staff are informed of the plan.
- Out of school suspension with progressive re-entry.
- Loss of school privileges, extra-curricular activities, attendance at outside events, etc.
- Recommendation to move the student to another school.
- Involvement of the Police. (parent informed and possible meeting set up)

- Cours à domicile / Home Study
- **Clearly articulated progression of consequences:**

*** The parents of the victim are informed that at any time, they have the right to speak with the police and follow their advice.

- 1st Offense: mediation takes place (students & administrator). If necessary other sanctions may be applied (i.e. suspension).
- 2nd Offense: the student is suspended.
- 3th Offense: the student is suspended and sent to an offsite planning room
- 4th Offense: the student is suspended while alternative plans are finalized.

•In all instances these measures are applied at the discretion of the principal or his/her delegate taking into account the circumstances and severity and number of offenses

•Any and all disciplinary measures included in the school's Code of Conduct must be in alignment with the LBPSB Safe and Caring Schools Policy.

9. Required Follow-Ups:

The Westwood Senior High School Community recognizes that once the initial investigation and response process have been completed, supervisory or support measures may need to be put in place for the perpetrator, the victim and, when deemed necessary, the witnesses to an act of bullying or violence. The extent of these follow-up measures will depend upon the nature of the incident and the degree to which it is believed that long-term intervention is necessary.

Proposed Steps:

- Westwood Senior High School commits to ongoing discussion with the **victim** and, if necessary, his/her parent(s) regarding the school's intervention and any actions required subsequent to the initial investigation and intervention.
- Should it be considered necessary, Westwood Senior High School commits to a follow-up discussion with any **witness** supporting the action taken by the witness if a report was made.
- Westwood Senior High School will not be indifferent to instances where **witnesses** (bystanders) to acts of violence or bullying fail to intervene or report such incidents to an adult in the building. In such cases, Westwood Senior High School commits to making the **bystander** aware of the school's expectation and his/her responsibility to intervene or report in such circumstances.
- Westwood Senior High School will meet with the perpetrator and his/her parent(s) to discuss possible further sanctions and further consequences if another act occurs. The contents of this meeting will be documented and recorded for future reference if necessary.

- Official reporting forms will include a “date of follow-up” box which will indicate a date on which the issue will be revisited by principal or his/her delegate for confirmation that problem is resolved.