

ENGLISH MONTREAL SCHOOL BOARD

Safe School Action Plan

Westmount High School

Principal: Demetra Droutsas

Vice- Principals: Matthew Shapiro & Gaetano Sifoni

Governing Board Approval Date: _____

Principal's Signature: _____

Governing Board Chairperson's Signature: _____

Safe School Action Plan Westmount High School

Safe School Action Team Members:

	Name	Title
1.	Demetra Droutsas	Principal
3.	Gaetano Sifoni	Vice-Principal
4.	Matthew Shapiro	Vice-Principal & SSAT Coordinator
5.	Karen Allen	Guidance Counsellor
6.	Mandy Moreno	Guidance Counsellor
7.	Samantha Smith	Spiritual Animator
8.	Andri Meades	Staff Coordinator

1.0 Westmount High Safe School Action Team

Westmount High School's Safe School Action Team's coordinators meet regularly. As such, ideas and projects are transferred to staff in a timely and well planned manner, making the process as quick and transparent as possible to all staff members. Meetings, however, remain flexible as to work around emergencies and/or special circumstances.

Safe School Action Plan

Westmount High School

1.1 Assessment Tools:

The Safe School Action Committee (SSAT), in congruence with school administration, as well as staff, use five distinctive yet complimentary assessment tools to measure the overall well-being of students as well as general school climate. These five assessment tools are provided below.

- 1) Level Meetings: Each term, administration, school social service workers and all teachers of a given level meet to discuss at-risk students regarding academics and behaviour.
- 2) Tell Them From Me Survey: A student survey that focuses on students' perception of school related issues: academics, social, emotional, safety etc..
- 3) School Social Services Reports: Student services staff members, who speak directly with students can offer accounts of what may be going on behind the scenes amongst the student body.
- 4) Multi-Disciplinary Team Meetings: Meetings held regularly with student services staff and administrators with the intent of providing for students struggling with various issues.
- 5) Supervising Staff Members: Staff members use their supervision time as an opportunity to assess the safety of the students at a given time throughout the day. This also provides a first-hand account of the daily activities of students during their breaks and lunch hour and also opens the door to students who wish to communicate with teachers and discuss issues of safety and well-being.

Safe School Action Plan

Westmount High School

1.2 Data Analysis:

By compiling data and considering the results gathered using the assessment tools, a better picture is painted of the areas of strength and concern regarding our students and their safety. The table below shows the results of the most recent assessment.

Areas of Strength	Areas of Concern
A strong sense of belonging amongst general student population (exception of grade 9 girls; as noted)	Self destructive behavior; Self injury & Drugs
A general positive rapport between teachers & students	Grade 7 & 8 students; transitioning to high school, creating a sense of belonging
A sense of community developed within Westmount High School	Grade 9 girls; lack of belonging, poor interaction skills & self esteem problems
Strong overall sentiment of safety at school	Cyberbullying
A very diverse student body & school staff that are both extremely accepting and open to our differences	Objectification of Sexuality and over acceptance of sexual advances/language
	Anxiety both social and academic

1.3 Priorities:

The SSAC uses the data gathered and the results compiled to prepare a list of priorities to address during the Committee meetings. This helps guide discussion, and most importantly, to work on solutions to best attenuate the areas of concern. Many cases highlighted in the areas of concern, are attributable to more natural occurrences in the life of a teenager, and thus, solutions considered prioritize establishing systems to improve the processes already in place. Other concerns identified are more specific to our school and/or the present social times and therefore require the creation and prioritization of initiatives to address them. This is where the SSAC thrives on bringing valuable input from teachers and administration alike, and working as a team of specialists to find the best solutions for a given problem. Oftentimes, it is a multi-tiered approach which is favoured, and involves many players and several strategies to achieve a specific goal.

Safe School Action Plan

Westmount High School

2.0 Objectives (2018-2019):

The SSAC will focus on the following elements during the 2018-2019 school year. Each of them are prioritized to be met at certain times. This list is not exhaustive and can be changed and modified according to needs which may arise during subsequent meetings of the SSAC. The objectives presently in place as well as the current measures to meet them are as follows:

- 1) **To increase the number of bullying incidents which are reported, as many go unreported.**

WHS has made efforts to making the reporting of bullying incidents as easy and comfortable for the students as possible. Students can make a report with any staff member. Students can also file a report to the administration anonymously through the school website.

- 2) **Institute the measures outlined in the school code of conduct in regards to bullying.**

This goal is to be met throughout the year as students are made more and more aware of the policies in place. The Administration will begin from day one, fully implementing the rules as outlined in the Code of Conduct.

Following the 2018/19 school year the Code of Conduct in respects to bullying was adapted to fit the needs that had arisen during the school year.

- 3) **Reduce the number of bullying incidents.**

As goals 1, and 2 are achieved, we hope that they cause a decrease in the number of bullying incidents at WHS. Once the students see that it is a matter that the school takes very seriously and has serious consequences, we expect them to learn that it is not welcome behaviour. Administration will keep track of the number of incidents that they have dealt with throughout the year.

- 4) **Learn from our students.**

What are the different ways bullying has moved into the online world? How can we as a school/staff/administration help to protect and enforce rules on the World Wide Web? Learning is an ongoing process and students have a lot to teach us, especially with current trends. We would like to increase our understanding of their realities, especially in the social media realm.

Safe School Action Plan

Westmount High School

5) Introduce Safe School Themed Activities Throughout the Year.

Now a couple of years old, the Safe School Committee has previously focussed our attention on establishing itself and setting the necessary groundwork; creating the action plan, adapting school supervision, thorough analysis of the Tell Them From Me survey results etc...

3.0 Existing Prevention Measures:

The Committee has documented descriptions of existing prevention measures as well as their application frequencies. This provides a scaffold on which to build further measures and improve the school's capacity to solve bullying issues.

Description	Concern Addressed	Frequency
Level Assemblies: Discussing the Code of Conduct, School Initiatives, School Spirit & Academic, Athletic Achievements	All	3 annually
School Presentations: Presentations from specialists: Genocide Foundation, Auberge Shalom, Black History Month	All	2 – 3 annually
School Programs & Groups: Different school groups/organizations who help foster a sense of belonging, build self-esteem, teach leadership skills etc... i.e. Prefects, Student Council, L.O.V.E, Big Brother/Sister	All	Throughout the School Year
Modelling Correct Behaviour WHS staff & administration continually promote and model polite, accepting, honest behaviour amongst students.	All	Every Day

Safe School Action Plan Westmount High School

<p style="text-align: center;">Vigilant Supervision</p> <p>WHS staff & administration are vigilant in their supervision of the entire school to ensure a safe environment for the students</p>	All	Every Day
<p style="text-align: center;">Code Of Conduct</p> <p>WHS staff & administration strictly enforce the rules in regards to bullying as written in the school's code of conduct</p>	All	Every Day
<p style="text-align: center;">Anonymous Reporting</p> <p>Through a link on the school website, students are able to remain anonymous when reporting bullying incidents.</p>	All	Throughout the Year
<p style="text-align: center;">Bullying Education</p> <p>The Ethics department has introduced a bullying education unit to all grade levels. Students will learn the important definitions as well as go over some strategies on dealing with bullies & being bullied.</p>	All	Term 1
<p style="text-align: center;">Anti-Bullying Library</p> <p>The school library has been stocked with a series of bullying themed books, giving students a quiet outlet for gaining information and strength.</p>	All	Every year
<p style="text-align: center;">Experiential Activities</p> <p>Done through various classes and across all grade levels. A leadership expert has developed a series of experiential activities that make students think about their actions. All activities are tied into the #WHS Think Smart campaign. Each grade level's activities are geared specifically towards a bullying theme more specific to their age group;</p>	All	Throughout the year

Safe School Action Plan

Westmount High School

Grade 7: Thinking about what you say and the effect your words can have. (done in Ethics class at the beginning of the year)

Grade 8: Dealing with the first feelings of sexuality and sexual appropriateness. (done in Core classes in the Spring)

Grade 9: Developing self esteem. (done in English classes in early November)

Grade 10: Peer pressure, drugs and alcohol. (done in English classes, early 3rd term)

Grade 11: Maintaining the momentum and getting through the stress. (done in Ethics classes, end of term 1 and the beginning of term 2)

4.0 Planned Prevention & Action Measures: Initiatives for 2018-2019

As there are already a large number of measures in place, we felt it better to focus on improving the existing activities, rather than saturating the year with more.

5.0 Family Engagement:

Westmount High has several methods set in place to ensure frequent and up to date information goes out to parents and guardians involved. We feel keeping these ties reinforces our commitment to our community as well as ensuring further the safety of our students.

Existing Measures	Planned Measures
<ul style="list-style-type: none"> - Various school events inviting the parents to discuss with their children's teachers; Meet the Teacher, Parent-Teacher Interviews. 	<ul style="list-style-type: none"> - PPO and Governing Board involvement in the anti-bullying process.
<ul style="list-style-type: none"> - Communication with teachers through email & Parent/teacher communication forms. 	<ul style="list-style-type: none"> -
<ul style="list-style-type: none"> - Step 122 & Student Supervisor monitoring the progress of students and maintaining lines of communication with parents. 	<ul style="list-style-type: none"> -

Safe School Action Plan

Westmount High School

6.0 Reporting Procedures:

We are attempting to re-establish a process for reporting issues of bullying. The goal of which is to centralize the information, thus giving the administration the opportunity to keep records:

Supervision	Student Reported
<ol style="list-style-type: none">1. All supervising teachers will report any issues they witness in the halls, even behaviours that may be interpreted as playful.2. Administration will keep a record of the information through GPI.3. Should a behaviour trend emerge from this administration will deal with it.	<ol style="list-style-type: none">1. The staff member will inform the administration of the reported incident(s).2. VPs will take note of the report and will deal with any disciplinary action needed.3. VPs will also pass on the information to the staff member best suited to help the victim.

In all cases of suspected bullying, the student reporting the incidents will meet with first an administrator to describe the incident(s). If the administrator believes that this is indeed a case of repeated bullying, the student would then meet with either a) The Safe School Committee coordinator or b) A member of the WHS Social Services team, the choice of who would be up to the student. These staff members would then confer and if it was believed to be a legitimate case of prolonged, repetitive bullying, then it will be recorded appropriately on the bullies record as a bullying incident.

These reporting procedures will be re-evaluated at the end of the year as to their efficacy.

7.0 Measures to Protect Confidentiality:

The private nature of the content will be respected fully by the professionals dealing with the specific cases. If the professionals feel that the individual is at-risk of harming themselves or harming another, we are obliged to break confidentiality and report the incident. An anonymous email address has also been created giving students the option of reporting bullying incidents anonymously.

Safe School Action Plan

Westmount High School

8.0 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.

- *Consultation with guidance counselor and other appropriate school professionals.*
- *Meetings with parents/guardians to reinforce social skills building activities at home.*
- *Provide relevant educational activities for students.*

9.0 Disciplinary Measures:

In the case of a verified bullying incident the school administration will apply the consequences as outlined in the school Code of Conduct. Administration will evaluate each situation on a case-by-case basis and will establish the disciplinary measure that best suits the situation always keeping the best interests of the students in mind. Our primary goal remains the safety and well-being of our students. These measures may include; school detentions, suspension (in/out of school), community service, school relocation and in accordance with Bill 56, depending on the specifics of the situation, police may be called in.

10.0 Follow Up Procedures:

Westmount High 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.

11.0 General concluding remarks

At Westmount High we are committed to ensuring a safe and secure environment for all players, students and staff alike. We make every effort possible to put in place effective measures to achieve this goal in a timely and efficient way.