



**"Home of the Falcons"**

**STUDENT HANDBOOK  
2023–2024**

**Mr. R. MacMillan, Principal  
Ms. S. Berri, Vice-Principal**

**1375 California Avenue  
Windsor, Ontario  
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**This agenda belongs to:**

**Name:** \_\_\_\_\_



Language	Translation
English	This is important information. Please seek assistance if you don't understand these documents.
Amharic	ይህ ወሳኝ መረጃ ነው። እነዚህን ሰነዶች ለመረዳት ከተቸገሩ፣ አባክዎ ድጋፍ እንዲደረግልዎት ይጠይቁ።
Arabic	هذه معلومات مهمة. يرجى طلب المساعدة إذا لم تكن تفهم هذه الوثائق.
Chinese	这是重要信息。如果您看不懂这些文件，请寻求帮助。
Bosnian/Croatian – Latin alphabet	Ovo su važne informacije. Molimo Vas da potražite pomoć ukoliko ne razumijete ove dokumente.
Dari	این معلومات مهم است. لطف نموده در صورت که این اسناد را نمی دانید در خواست کمک نمایید.
Farsi	این اطلاعات مهم است. اگر این اسناد را متوجه نمی شوید لطفاً در خواست راهنمایی کنید.
French	Ces renseignements sont importants. Si vous ne comprenez pas ces documents, obtenez de l'aide.
Gujarati	આ અગત્યની માહિતી છે. જો તમને આ દસ્તાવેજો ન સમજાતા હોય તો કૃપા કરીને મદદ માંગો.
Hindi	यह जानकारी महत्वपूर्ण है। यदि आप इन दस्तावेजों को नहीं समझ पाते/पाती हैं, तो कृपया सहायता प्राप्त करें।
Italian	Informazione importante. Se non capite i presenti documenti, rivolgetevi all'assistenza.
Pashto	دا مهم معلومات دي. که تاسو په دي اسنادو نه پوهیږئ نو مهرباني وکړئ د مرستی غوښتنه وکړئ.
Polish	To jest ważna informacja. Jeśli nie rozumiesz, co jest napisane w tych dokumentach, proszę zwrócić się o pomoc.
European Portuguese	Essa informação é importante. Por favor, procure assistência se não entender esses documentos.
Punjabi	ਇਹ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ। ਜੇ ਤੁਸੀਂ ਇਹਨਾਂ ਲਿਖਤਾਂ ਨੂੰ ਸਮਝ ਨਹੀਂ ਸਕਦੇ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਤੋਂ ਸਹਾਇਤਾ ਲਵੋ।
Russian	Это важная информация. Если вы не понимаете содержание этих документов, пожалуйста обратитесь за помощью.
Serbian – Latin alphabet	Ovo su važne informacije. Molimo Vas da potražite pomoć ukoliko ne razumete ova dokumenta.
Latin American Spanish	Esta es información importante. Le aconsejamos pedir ayuda si no entiende estos documentos.
Tagalog	Ito ay importanteng impormasyon. Humingi ng tulong kung hindi maintindihan ang mga dokumentong ito.
Tamil	இது முக்கிய தகவல் ஆகும். இந்த ஆவணங்கள் புரியவில்லை எனில் உதவி நாடவும்.
Tigrinya	እዚ: ኣገዳሲ ሓበሬታ እዩ። እዚ ሰነድታዚ ምስዘይርድኡኩም፡ ብኸብረትኩም ሓገዝ ትተኩ።
Urdu	یہ اہم معلومات ہے۔ اگر آپ ان دستاویزات کو نہیں سمجھتے ہیں، تو براہ کرم مدد طلب کریں۔
Uzbek-Afghanistan	بو مهم معلومات لږ. اگر اوشبو حجت لرینی توشونگ مه سنگیز یاردم سورنگ.
Uzbek-Cyrillic	Бу муҳим маълумот. Агар ушбу ҳужжатларни тушунмасангиз, марҳамат, ёрдам сўранг.
Vietnamese	Đây là thông tin quan trọng. Vui lòng nhờ giúp đỡ nếu quý vị không hiểu những tài liệu này.

## SCHOOL DAY SCHEDULE

Regular attendance and punctuality are habits and qualities that are important in any work environment. It is also a legal requirement for students attending school. It is the student's responsibility to report to class on time, be ready to learn with all appropriate materials (i.e., pencils, pens, calculators, etc.) and books (i.e., textbooks, notebooks, etc.).

Below is the bell schedule at Westview Freedom Academy:

Warning Bell	8:15 am
<b>Period 1</b>	<b>8:20 am – 9:40 am</b>
<b>Period 2</b>	<b>9:45 am – 11:00 am</b>
Lunch	11:00 am – 11:40 am
<b>Period 3</b>	<b>11:45 am – 1:00 pm</b>
<b>Period 4</b>	<b>1:05 pm – 2:20 pm</b>



## Important Dates: 2023–2024 School Year

### **HOLIDAYS and BREAKS**

Labour Day	September 4
Thanksgiving	October 9
Christmas Break	December 25 – January 5
Family Day	February 19
March Break	March 11 – March 15
Good Friday	March 29
Easter Monday	April 1
Victoria Day	May 20

### **SCHOOL YEAR**

First day of classes for students - <b>Semester 1</b>	September 5
Professional Activity Day	September 22
Parent-Teacher Interviews (Evening)	October 11
Professional Activity Day	November 17
Professional Activity Day	February 2
First day of classes for students - <b>Semester 2</b>	February 5
Professional Activity Day	February 16
Parent-Teacher Interviews (Evening)	March 6
Professional Activity Day	April 26
Last Day of Classes	June 20

### **EXAMINATION DATES**

Semester 1 Examinations	January 26 – February 1
Semester 2 Examinations	June 21 - 27

### **ASSESSMENT DATES**

Grade 10 Literacy Assessment - OSSLT (Fall)	November 1 to November 30
Grade 9 Math Assessment – EQAO (Semester 1)	January 10 to February 2
Grade 10 Literacy Assessment - OSSLT (Spring)	March 20 to April 24
Grade 9 Math Assessment – EQAO (Semester 2)	May 29 to June 26

## Westview Freedom Academy: Expectations for Success



These guidelines have been developed to outline the responsibilities and expectations of the members of this school community to ensure the success of our students. Our goal is to maintain a school dedicated to supporting our students in their learning and in realizing their full potential.

Westview Freedom Academy recognizes that most students are self-disciplined and responsible, and that motivation and self-control are essential for positive growth to occur.

Our mission, through a partnership with our students, staff, parents/legal guardians, and community, is to encourage students to become responsible and caring citizens, while developing and celebrating their own individuality.

We also believe that our students must be willing participants in their own success. Therefore, it is expected that all students will demonstrate and follow the '4 C's of Success':

### 1. Commitment to learning and achievement including:

- co-operating with students, staff, and parents/legal guardians to promote a safe and healthy learning environment
- accepting personal responsibility for learning and achievement
- attending everyday
- arriving on time and being prepared for all classes
- exercising self-discipline (performing learning tasks when assigned by teachers, adhering to due dates, etc.)

### 2. Courtesy towards every person who enters the school building:

- using words/ actions which show respect and dignity to all school citizens, visitors, neighbours, and community
- supporting and assisting all members of our school community, regardless of ethnicity, culture, religion, sexual orientation, or ability

### 3. Care in the use of the school building, grounds, equipment and property of others including:

- demonstrating respect for the property of our Board, of our school and of others (students, staff, and visitors)
- using care to maintain school buildings, grounds, and equipment
- developing and demonstrating environmental awareness (4 R's: reduce, reuse, recycle and recover)

### 4. Common Sense in the approach to school practices and expectations including:

- adhering to all school policies (Code of Conduct, Safe Schools Legislation, attendance, late, dress code, extra-curricular, computer use, personal communication and computing devices, etc.)
- accessing available adult supports (teachers, CYWs, EAs, DSWs, LSTs, SST, CYF, Guidance Department, and administrators) as and when necessary
- developing and employing positive problem solving skills in an assertive and non-confrontational manner

## GENERAL INFORMATION - REGULATIONS AND PROCEDURES

### ATTENDANCE POLICY

Westview Freedom Academy has always stressed the importance of attendance, participation, citizenship, and being on time. All contribute to current and future student success. Attendance is checked each period and is tracked carefully throughout the day. The following procedures are used at Westview:

1. If a student is absent from school, a parent/legal guardian must contact the school on the day of the absence or send a note explaining the reason for the absence the following day.
2. If a phone call is made, the parent/legal guardian can call the school at **519-254-6451 Extension 1** (which is available 24 hours a day) and leave a message regarding the absence. Please be sure to spell the student's first and last name and indicate the reason for their absence. Alternatively, the parent/legal guardian can enter the absence through Edsby accessed through the board website at <https://publicboard.edsby.com>.
3. If a note is submitted, please indicate the student's first and last name, the date(s) of the absence, and reason. Please date and sign the note. The student must report to the Attendance Office with the note on the day of their return BEFORE the start of classes. An admit slip will be issued.
4. Forged documents and/or parent/guardian impersonations via phone contact are a serious violation of trust and will result in disciplinary action.
5. It is the responsibility of a truant student to meet with the teacher(s) to make up any missed class assignments, homework, notes, and tests.
6. Students who have an unexplained absence will be marked truant and will meet with the vice-principal. Parents/guardians will be contacted to resolve the problem. Should excessive absences persist, the vice-principal will determine and assign the appropriate progressive discipline consequence, up to and including detention, removal from class, suspension, loss of credit, or withdrawal from school.
7. If the student must leave the school early or for part of the day, parents/legal guardians must contact the attendance office on the day of the planned absence. Students must get an excusal slip before 8:15 a.m. and present this to the teacher before leaving the building.
8. If a student should become ill, student **must** report to the Attendance Office. The parent/legal guardian or emergency contact will be notified, and arrangements will be made for the student's release from school.
9. Students who reach the age of 18 may sign their own notes and will be held accountable for their attendance and academic progress. If this leads to excessive absenteeism, medical, dental, or legal documentation will be required for future absences. If attendance becomes a concern, the student will have to report to the vice-principal and progressive discipline will be used.
10. If a student arrives late, an admit slip will be required. Lateness for an invalid reason will result in disciplinary action. Persistent lateness will result in increased consequences such as suspension from school.
11. Students must be at school for the entire day in order to participate in a school sanctioned event after school unless the vice-principal or principal has approved the absence.
12. Students who have unsupervised study period 1 are not required to be at school until their first scheduled class. When they arrive at school, they must sign in at the attendance office.
13. Absences due to field trips, hospitalization, illness or school activities are recorded as explained absences.

## **Progressive Discipline**

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Progressive discipline means that schools utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behavior while helping students to make good choices (PPM 145, Ontario Ministry of Education, December 2012).

### **THE SAFE SCHOOLS' ACT**

Please refer to the following website for regulations.

<https://www.publicboard.ca/en/our-schools/safe-schools.aspx>

### **GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD POLICY: SAFE SCHOOLS**

The Greater Essex County District School Board is committed to creating a safe, secure, and harmonious learning, teaching and work environments built on a positive school climate promoting “responsibility, respect, civility and academic excellence in a safe learning and teaching environment.” In order to promote safe and harmonious environments, all schools, school-sponsored activities, Board properties and Board-sponsored activities must be free from conduct which infringes upon the rights of others or endangers people or property. All students, parents, teachers, staff, volunteers, and community members have the right to be and feel safe. With this right comes the responsibility to be law-abiding citizens, to be accountable for one’s actions, and to protect the rights of others. These responsibilities also include appropriate use of technology and responsible behaviour in other activities both on and off the school property which may affect the school climate. Such activities shall not negatively impact the climate of the school or members of the school community. The Board supports these guiding principles through its Safe Schools policy, regulations, administrative procedures, and related guidelines.

Adherence to these requirements and to those set out by the *Education Act, Part XIII* is expected of all members of the school community.

School and work environments should be free of:

- disrespectful behaviour;
- profane or inappropriate language;
- harassment of any nature, including but not limited to, harassment on the basis of race; ancestry; place of origin; colour; ethnic origin; citizenship; religion; gender; sexual orientation; age; or, disability;
- bullying, threats, intimidation, emotional abuse, verbal aggression;
- physical aggression and violence;
- theft or robbery;
- vandalism, damage to property;
- alcohol, drugs, cigarettes, and substance abuse;
- weapons;
- unauthorized access to property; and, trespassers

## Additional Rules/Expectations of Westview Freedom Academy

**AFTER SCHOOL ACTIVITIES:** Attendance in school is mandatory in order to participate in any after school activity according to the WECSSAA code of conduct (i.e. sports team, clubs etc.). You are only to remain at school after hours if you are with your teacher, coach, or club sponsor.

**ACCIDENTS:** Any accident or physical injury that occurs on school property, or on any approved school activity or event, must be reported promptly to the classroom teacher or to the main office.

**ALCOHOL, DRUGS, WEAPONS:** There is a zero-tolerance policy concerning the use and/or possession of alcohol or drugs on school property, on school buses or at school-authorized events or activities. Any student found to be in possession of, distributing, or under the influence of either drugs or alcohol will be suspended or expelled according to board policy (*Part G: Safe School Legislation*).

**AUTOMOBILES AND PARKING:** Students, who have a valid G2 driver's license, may bring their car to school and park with permission from school administration at the back of the building (Canadian Tire side). The school assumes no responsibility for damage or loss to vehicles or their contents. Students may park their vehicles in the STUDENT PARKING AREA only. Students are asked to park PLEASE DO NOT PARK IN AREAS RESERVED FOR THE FIRE ROUTES AND THE AUTO SHOP. The front lot is for the exclusive use of visitors and staff members. Vehicles parked in the wrong area will be towed at the owner's expense. Loitering in the parking lot is not permitted. Any violation of these rules, or any rules of good driving, can result in immediate and permanent suspension of the privilege to park on school property.

**BUS TRANSPORTATION:** Riding a school bus is a privilege and not a right of the student. Students are expected to display respect, responsibility, and citizenship while on any school bus. Students will be held liable for any damages to seats and/or equipment. Bus routes are set to service all students as safely and efficiently as possible. Bus stops are located in accordance with Board and Ministry guidelines. Alternate drop-off points are not available. Students are to be picked up at one designated stop and dropped off at one designated stop during the year. Other students and "friends" are not allowed on the bus.

**CAFETERIA:** In an effort to maintain a neat and sanitary school environment, all food, snacks and beverages are to be consumed in the Cafeteria, outside, and in designated areas (i.e. courtyard). After eating, students are expected to clean and dispose of their garbage in a responsible manner. Students need to abide by all school rules and stay seated while eating.

**CHANGE OF ADDRESS, TELEPHONE NUMBER or EMERGENCY CONTACT:** Any student that has a change of address, telephone number or emergency contact is to report this information to the Main Office.

**CHEATING AND PLAGIARISM:** If you are found cheating and/or assisting another student to cheat on any assessment, you will be assigned a mark of zero for that evaluation, and possibly disciplined. If you are found cheating and/or assisting another student to cheat on a final examination, **you will be given a mark of zero.**

**CLASSROOMS:** Classrooms are a place of learning. All students must follow the individual classroom expectations, along with school expectations, at all times. Failure to do so will result in progressive discipline.

**COATS, JACKETS, BAGS & BACKPACKS:** Coats, jackets, bags and backpacks are not allowed in the classroom as they represent a safety concern. These items are to be stored in student lockers during class time.

**COMPUTER USE:** Students are required to fill out and sign an Acceptable Computer Use Form. Students who use computers in an unacceptable manner (i.e. chat rooms, computer games, inappropriate websites, cyber bullying etc.) will be disciplined or lose the privilege of using a computer.

**CONCUSSION PROTOCOL:** Any student who is suspected of sustaining a concussion, or who demonstrates any concussion like symptoms, will be removed immediately from all further activity including competitions, practices, and informal workouts. The student athlete cannot return to any further activity until he or she has been cleared by a medical doctor.

**COURSE CHANGES:** For information about course changes, please contact a guidance counselor.

**DETENTIONS:** A detention may be assigned by teachers or by school administration during lunch. They are issued for unexcused absences, lates, not following attendance procedures and violations of school policies. Failure to serve a detention will lead to the addition of another detention and result in progressive discipline.

**ELECTRONIC DEVICES (phones, cameras, etc.):** All electronic devices should be locked securely in a student's locker. The school assumes no responsibility for lost or stolen electronic devices. Electronic devices are not to be used in the school except for educational purposes under teacher direction. Staff and Administration have the right to confiscate the phone at any time. Repeat offences by the student will require parents/guardians to retrieve the confiscated phone/electronic device from administration and progressive discipline imposed.

**ENVIRONMENTAL SENSITIVITIES:** Be advised that we aim to increase a healthier learning environment. Do not use things, (such as fragrance sprays), that can trigger sensitivities in school.

**EXAMINATIONS:** Examinations are scheduled at the end of each semester. It is your responsibility to know where and when your examinations are to be written. You will be assigned a mark of zero for any exam that you fail to write unless your absence is verified by a medical certificate, appropriately dated, which clearly states the medical necessity for your absence from school.

**FEEDING FALCONS:** Our snack program, Feeding Falcons, offers nutritious snacks for all students. All students are welcome to participate.

**FIELD TRIPS AND EXTRA-CURRICULAR EVENTS:** Participation in school activities is a privilege. As a representative of Westview Freedom Academy, your behaviour must always be exemplary. All school rules and Board policies apply during such activities.

**FIGHTING/INTIMIDATION/BULLYING/CYBERBULLYING/HORSEPLAY:** All students have the right to be treated with courtesy and respect in a safe, enjoyable learning environment. The use of physical force as a means to resolve conflicts or to intimidate others is unacceptable. All instances of fighting, intimidation, horseplay, and bullying/ cyberbullying must be reported to the main office. Students involved in such behaviours will be disciplined according to board policy (*Part G: Safe School Legislation*).

**FIRE/LOCKDOWN/TORNADO DRILLS:** These emergency response drills are required by law. Remain calm and orderly for fire and/or evacuation drills. Follow the exit route posted in your room or instructions given by the teacher. You may return to class after receiving instructions from the school staff.

**GYM USE:** Students are not allowed to access the physical education facilities (including BLAST) without direct teacher supervision. Valuable items are to be stored in student lockers or kept at home. The school does not assume responsibility for personal property that is lost or stolen.

**HALL PASSES:** Each classroom has a hall pass available for student use. Students must have a hall pass with them when in the halls during class time and must sign in/out for washroom breaks.

**HALLWAYS AND STAIRWELLS:** Students are expected to show courtesy while walking quickly and quietly to class. To maintain the best learning environment possible, students are not to congregate or sit in the hallway during class time. If a student is in the Halls during class time they must have a hall pass.

**INAPPROPRIATE LANGUAGE:** A student must be respectful and courteous to others in the school. This includes the use of proper language. A student who uses vulgar, offensive, sexist, or racist language will be referred to the main office. Students will be disciplined according to Board Policy (*Part G: Safe School Legislation*).

**LOCKERS:** Each student will be assigned a school owned lock and a locker for their own use. Lockers are provided for storage of personal property and school-related materials. Students are not to share lockers. Students must not reveal their combination to anyone. Lockers must also be kept locked at all times. Students are responsible for maintaining both the inside and outside of their locker and will be held responsible for any damages. Students are encouraged to keep all money and valuable items at home. The school does not assume responsibility for personal property that is lost or stolen. School administration reserves the right to examine any locker at any time when deemed necessary.

**LOST AND FOUND:** Articles which have been found are to be taken to the Main Office where they can be claimed by the owner. The school assumes no responsibility for lost or stolen items. Students are encouraged to keep any valuable items in their lockers or at home.

**SENT OUT OF CLASS:** Students that are sent out of class are to proceed to the Attendance Office to complete a Student Reflection Form. The Vice Principal will meet with the student to review the reason(s) for the dismissal from class.

**SKATEBOARDS, ROLLER BLADES, HEELIES AND TRICK BIKES:** Skateboards, roller blades, heeies and trick bicycles are not to be used on school property at any time and are to be stored in your locker.

**SMOKING/VAPING:** According to Board Policy and the *Smoke Free Ontario Act*, smoking, including vaping or any type of e-cigarette, is not permitted on school board property, the bus or at school sponsored events and activities. Students will be suspended from school and/or fined for smoking. Under the Act, individuals who are not students can also be fined for smoking on school property.

**STUDENT WALKERS:** Students who walk to and from school are expected to display courtesy to our neighbours by respecting their privacy and property. Please do not litter, loiter and or take shortcuts through their yards.

**STUDY PERIODS OR SPARES:** Grade 12 students with 23 credits may be assigned a study period on their timetable. Students with study periods are to spend this time on schoolwork in the Library, the Cafeteria or outside. They are not allowed to wander the hallways.

**TEAM UNIFORMS:** Team uniforms are issued to students on loan. Team uniforms remain the property of the school and must be returned at the end of the scheduled season. Students will be required to pay for any lost or damaged uniforms. Report cards, transcripts, or diplomas will be withheld until all outstanding items have been accounted for.

**TEXTBOOKS:** Textbooks are issued to students on loan. Students are responsible for returning the same textbook at the end of the semester. A replacement cost will be applied to lost or damaged books. Report cards, transcripts, diplomas, or textbooks will be withheld until all outstanding items have been accounted for.

**VANDALISM:** A student must show respect for all school property including lockers and textbooks as well as, the property of others. Please report any acts of vandalism immediately to the main office. Students involved in this type of behaviour will be disciplined according to Board Policy (*Part G: Safe School Legislation*).

**VISITORS AND TRESPASSING:** Students registered at Westview Freedom Academy, their parents/guardians and employees with the Greater Essex County District School Board can access our building and school grounds. All visitors must report to the Main Office, obtain permission from school administration, and wear a Visitor's Pass while on school property. Individuals without permission risk being charged with trespassing. Parents/Guardians are encouraged to contact school administrators and staff by phone, or electronically through Edsby for any information regarding their child.

**WINDOW LEDGES:** For safety reasons, students are not permitted to sit on window ledges anywhere in the school.

## HUMAN RIGHTS AT GECDSB

For information about human rights and responsibilities, please visit:

<https://www.publicboard.ca/humanrights/>

## **DRESS CODE POLICY**

Students at Westview Freedom Academy are expected to take pride in their appearance by dressing cleanly, neatly, and appropriately. In general, all clothing worn to school must be conducive to an academic environment. Clothing or accessories containing inappropriate or objectionable pictures and/or words such as references to alcohol, drugs, profanity, obscene language, statements promoting violence, racism or illegal behaviour, sex (including words or phrases with double meaning), or gender-offensive language are not acceptable.

Specific dress requirements for technical classes, physical education classes, drama classes and co-operative education will be outlined by your teacher. For health and safety reasons, shoes must be worn at all times. Sandals are not permitted in the technical shops and technical classrooms. This helps our students develop an awareness of workplace attire expectations.

## **PERSONAL COMMUNICATION AND COMPUTING DEVICES**

The Greater Essex County District School Board recognizes that personal communication and computing devices such as cellular phones, Smart Phones, laptops, Netbooks or other electronic communication and computing devices have value and can be used effectively to support learning. However, within the confines of the school environment, their use has the potential to be disruptive when it undermines the integrity of an individual's right to privacy; adversely affects the quality of teaching or learning; and/or interferes with the safe and efficient operation of the school.

Use of personal communication and/or computing devices is only permitted in school buildings or on school grounds during instructional time when permitted and supervised by a staff member for educational purposes.

Students who choose to bring personal communication and/or computing devices to school do so with the understanding that:

- Personal communication and computing devices that are brought to school are the responsibility of the owner. The GECSDB and/or the school are not liable for damage, loss or theft of the device or data that is stored on the device.
- Personal communication and computing devices that are brought to school are to be off during instructional time unless use is approved by a staff member.
- Personal communication and computing devices may not be used at any time where individual privacy must be protected such as washrooms, locker or change rooms.
- Unless expressly permitted by a staff member, personal communication and computing devices are not to be used during a curriculum assessment or evaluation (test or examination).

Students will be subject to school discipline, suspension, expulsion and/or police involvement, as per the school and board policy relative to the Code of Conduct, when a communication and or/computing device:

- Is used in such a way that disrespects another's privacy.
- Is used to bully or harass.
- Is used without staff permission, during a curriculum assessment or evaluation (test or examination).

## How Do I Report Bullying or Racism?

You have the right to feel safe at school, in your community and online. Talk to someone you trust, a friend, a teacher, a child and youth worker, a coach, or a guidance counsellor.

Adult intervention stops bullying. Tell someone so they can help stop the harassment. You don't have to deal with this alone! If you can't say how you feel out loud, write it down, then get it to someone who can help. <https://www.prevnet.ca/bullying/teens/i-m-being-bullied-what-can-i-do>

### What is Bullying?

The Ontario Education Act says that bullying means an aggressive behaviour that is usually repeated, by a child or youth, that is intended to cause fear, harm or distress to another person. This aggressive behaviour occurs in a relationship where is a real or perceived imbalance of power based on factors such as: sizes, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability and/or other reasons.

### Types of Bullying:

- Physical (hitting, shoving, stealing or damaging property)
- Verbal (name-calling, threats, humiliating comments)
- Social (excluding others, spreading gossip and rumours)
- Electronic/Cyber (spreading hurtful rumours, images or comments using technology)

### Teasing: Teasing can be positive or negative.

Positive Teasing:

- Shows closeness, affection, and familiarity with another person
- Person being teased is not distressed or upset
- Takes place within a strong relationship
- Strengthens the relationship

Negative Teasing:

- Criticizes and embarrasses the other person
- Person being teased is distressed or upset
- Takes place within a weak relationship
- Undermines the relationship

### When Does Teasing Become Bullying?

- There is a power imbalance between the children/youth involved—the person teasing has more social power or social value among peers compared to the person being teased.
- The child who is teasing intends to distress or harm the child being teased.
- The child being teased is distressed or hurt by the interaction.
- The negative teasing occurs repeatedly.

[https://www.prevnet.ca/sites/prevnet.ca/files/prevnet\\_facts\\_and\\_tools\\_for\\_schools\\_rev\\_apr2021.pdf](https://www.prevnet.ca/sites/prevnet.ca/files/prevnet_facts_and_tools_for_schools_rev_apr2021.pdf)

Need Help NOW?

24/7 Support

Kids Help Phone 1-800-668-6868

Text: CONNECT to 686868

Once the bullying has been reported to the School Principal and/or Vice Principal (P/VP):

**If you are the Victim:**

- Share the details of the incident with an adult at school that you trust, remember – all conversations are confidential and dealt with strategically\*.
- It is recommended that parents/guardians/caregivers be part of the solution. In fact, it is a MUST if you are under the age of 16 (unless there is a good reason not to).
- \*If your safety is at risk, the office will respond to keep you or others safe. Please note that keeping you safe may affect confidentiality.
- Work with a trusted adult to problem solve the solution. Often, the incident being reported will need to be investigated.
- Honour the investigation and keep all information confidential from others if possible. Avoid social media and responding to students' questions in class or at lunch.
- Your Principal/Vice Principal and staff in the building will guide you with how to respond when other students get involved.
- Keep track of additional information that comes up related to the incident. Report this information to the office right away.
- Your Principal/Vice Principal cannot help if they do not know!
- Student Voice must be honoured, and the adults in the school will help you as every situation is unique.

**If you are the By-Stander or Supporter:**

- Encourage the victim to report the situation to a trusted adult.
- Encourage the victim to report the situation to the Principal and/or Vice Principal.
- If anyone's safety is at risk, you report the incident immediately to an adult, P/VP, or the police, depending on the situation.
- Support the victim by actively listening, attending the school meetings with them, and checking in on them.
- You want to help them solve the problem.  
Always honour their confidentiality and the confidentiality of the situation.
- Avoid social media and responding to other student's questions about the incident.
- School staff will guide you and the victim by providing what to say when others get involved.
- Keep track of additional information related to the incident and encourage the victim to report it to the office right away.

## STUDENT SERVICES / GUIDANCE

### **Attendance Counsellor:**

- Attendance counselling

### **Child and Youth Workers:**

- Mediation, conflict resolution, counselling

### **Change Your Future Counsellor:**

- Promote literacy and numeracy for visible minority youth at Westview Freedom Academy
- Works to improve attendance, academics, and behaviour.

### **Guidance Counsellors:**

- Individual counselling about courses, careers, personal matters.
- Interest and Aptitude tests to learn more about yourself.
- SGIS computer information about jobs and careers.
- Printed information about jobs, colleges, universities, and other opportunities.
- Records of courses taken and total credits towards graduation.
- Scholarship and Financial Aid information for post-secondary study.
- Group sessions on job search techniques, post-secondary planning, home study and on-line learning.
- Tutoring provided by professionals and/or students on either a volunteer or paid basis.
- Assistance with registration for the next school year, college, or university.

### **Learning Support Teachers:**

- Prepare Individual Education Plans for students and teachers.
- Provide assistance and help with academic work.
- Prepare and implement accommodations for academic work.

### **Psychological Services:**

Assessment of cognitive abilities and behavioural issues

### **Student Success Teacher:**

- Pathways to Success and the world of work liaison
- Extra support and homework program

### **Social Worker:**

- Social, emotional, individual and family counselling
- Make appointment request in Guidance

## Extra-Curricular Activities and Clubs

Westview Freedom Academy offers every student an opportunity to participate in clubs, teams, organizations, and intramurals. These activities support Westview Falcons in growing both physically and socially.

Automotive Maintenance Club	Multicultural Club
Badminton	Prom Committee
Baseball	Science Competitions
Basketball	Soccer
Business Competitions	Students Against Violence
Cross Country	Student Council
Drama Club	Tennis
Falcon Fantastica	Track and Field
Gender and Sexuality Alliance (GSA)	Tutoring
Girls in Motion	Volleyball
Girls Slo-Pitch	Weight Room (Blast)
Intramural Sports	Wrestling
Math Competitions	Yearbook
Morning Announcement Team	

### **GET INVOLVED!**

\* Other clubs & activities can be started by getting a teacher sponsor.

<https://gecdsb.schoolcashonline.com>