



# **Ministry of Education**

## Safe Schools Training

2010

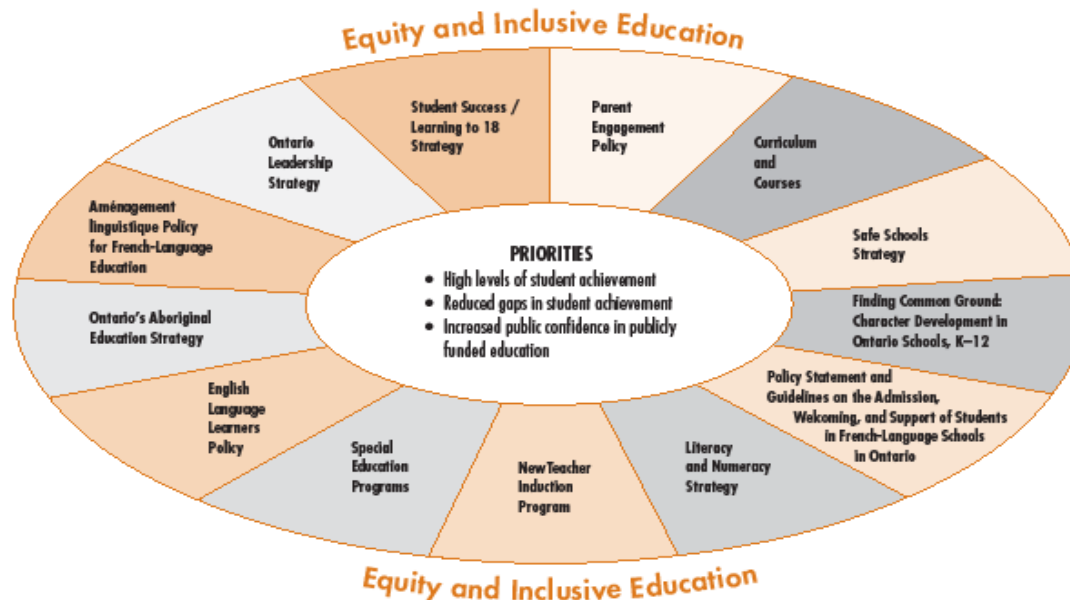
reach every student  
appuyer chaque élève



# Equity & Inclusive Education Overview

## Key Connections to Ministry Programs and Initiatives

This diagram illustrates that equity and inclusive education principles are connected and relevant to other ministry programs and initiatives in achieving the ministry's three core priorities.



# Purpose

---

## Purpose of the training:

- To provide boards with an overview of safe schools legislative, regulatory and policy changes that impact on school boards and come into effect on February 1, 2010;
- To identify key areas that require board policy changes;
- To provide board teams with the information they need to take back and share with school teams;
- To set-out next steps.

# Background – Promoting Safe and Healthy Relationships

---

- Based on the recommendations of the December 2008 SSAT report, the government;
  - passed *Bill 157 (Keeping Our Kids Safe At School Act)* which comes into force on February 1, 2010;
  - made changes to Ontario Regulation 472/07, Behaviour, Discipline and Safety of Pupils; and
  - revised and reissued Policy /Program Memorandum 144: *Bullying Prevention and Intervention* and Policy/Program Memorandum 145: *Progressive Discipline and Promoting Positive Student Behaviour* to reflect additional legislative and policy requirements.
- These changes will require every board employee to play a role in addressing issues of inappropriate student behaviour to improve school climate and to support victims.

# Overview – Keeping Our Kids Safe at School - Bill 157

---

- Bill 157:
  - Requires all board employees to report to the principal if they become aware that a student may have engaged in an activity for which the student must be considered for suspension or expulsion.
  - Requires principals to contact the parents of victims of such incidents unless:
    - The victim is 18 years old or over;
    - The victim is 16 or 17 years old and has withdrawn from parental control; or
    - in the opinion of the principal, doing so would put the victim at risk of harm from the parent;
  - Requires board employees who work directly with students to respond to incidents that may have a negative impact on school climate.
    - This behaviour includes but it not limited to racist or sexist comments that are unacceptable in our schools.
  - Permits a principal of a school to delegate his or her powers under Part XIII of the *Education Act* (Behaviour, Discipline and Safety) to a vice-principal of the school or a teacher employed in the school, per ministry policy .

# Obligation To Respond

reach every student  
appuyer chaque élève

# Response by Board Employees

---

- Pursuant to section 300.4 of the Education Act, the Ministry has revised PPM 144 and PPM 145 to require an employee of a board who observes a pupil behaving in a way that is likely to have a negative impact on school climate to respond to the behaviour.
  - These behaviours include racist, sexual, sexist, or homophobic comments, slurs, and jokes or graffiti, as well as activities for which suspension and expulsion must be considered.
- This requirement applies to all board employees who work directly with students. This includes, but is not limited to, teachers, non-teaching staff in social work, child and youth work, psychology, and related areas, as well as educational assistants (PPM 145)
  - Responding may include asking a student to stop the inappropriate behaviour, naming the type of behaviour and explaining why it is inappropriate and/or disrespectful, and asking the student for a change in future behaviour. For an example of an effective board practice see Appendix A – *How to Handle Harassment in the Hallways in Three Minutes (from the Toronto District School Board)*

# Response by Board Employees

---

- Under the amended Regulation 472/07, board employees are not required to respond under section 300.4 if responding would, in the employee's opinion, cause immediate physical harm to himself or herself or to that of a student or another person.
  - For example, a staff member that has charge of a student with special education needs may not respond if doing so would mean leaving the student unattended, potentially placing them in immediate physical danger.
  - However, PPM 145 and PPM 144 state that board employees are expected to verbally inform the principal as soon as possible if they do not immediately respond.

# Obligation to Report

reach every student  
appuyer chaque élève

# Reporting to the Principal

---

- Section 300.2 of the Education Act requires all employees of the board who become aware that a student may have engaged in an activity that must be considered for suspension or expulsion, to report the incident to the principal as soon as reasonably possible.



# Reporting to the Principal – Activities That Must be Reported

---

## ***Activities Leading to Possible Suspension – s.306 (1)***

- Activities leading to possible suspension must be reported to the principal:
  - Uttering a threat to inflict serious bodily harm on another person.
  - Possessing alcohol or illegal drugs.
  - Being under the influence of alcohol.
  - Swearing at a teacher or at another person in a position of authority.
  - Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
  - Bullying.
  - Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board.
- These activities include incidents that occur while at school, at a school-related activity or in circumstances where the activity will have a negative impact on the school climate.

# Reporting to the Principal – Activities That Must be Reported

---

## ***Activities Leading to Suspension Pending Possible Expulsion – s. 310 (1)***

- Activities leading to suspension pending possible expulsion must be reported to the principal:
  - Possessing a weapon, including possessing a firearm.
  - Using a weapon to cause or to threaten bodily harm to another person.
  - Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
  - Committing sexual assault.
  - Trafficking in weapons or in illegal drugs.
  - Committing robbery.
  - Giving alcohol to a minor.
  - Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled.
- These activities include incidents that occur while at school, at a school-related activity or in circumstances where the activity will have a negative impact on the school climate.

# Reporting to the Principal – Who Must Report

---

- All board employees including teaching and non-teaching staff must report these incidents to the principal.
- Boards must also include bus driver reporting requirements in their transportation policies and contracts.
- Boards may also put policies in place to require other non-board employees who come into direct contact with pupils on a regular basis to report such matters to the principal.
- Reporting requirements must be clearly communicated to board employees, bus drivers, students and parents.

# Reporting to the Principal – Process

---

- When reporting, board employees must:
  - consider the safety of others and the urgency of the situation in reporting the incident no later than the end of the school day
  - confirm all reports to the principal in writing using the ministry form Safe Schools Incident Reporting Form Part I (attached as an Appendix to PPM 144 and PPM 145)
- Boards are expected to:
  - outline for board employees how to complete the Safe Schools Incident Reporting Form in a timely manner
  - outline a process for employees to obtain acknowledgement of receipt of their report from the principal using the ministry Safe Schools Incident Reporting Form – Part II
  - ensure that a report number is assigned to each report

# Reporting to the Principal – Safe Schools Incident Reporting Form – Part I

<b>Report No:</b> _____	<b>CONFIDENTIAL</b> <b>SAFE SCHOOLS INCIDENT REPORTING FORM – PART I</b>
<b>Name of School:</b>	_____
<b>1. Names of Pupil(s) Involved (if known)</b>	_____ _____
<b>2. Where the Incident Occurred (check one)</b>	<input type="checkbox"/> A Location in the School or on School Property (please specify) _____ <input type="checkbox"/> At School-Related Activity (please specify) _____ <input type="checkbox"/> On a School Bus (Route #) _____ <input type="checkbox"/> Other (please specify) _____
<b>3. When the Incident Occurred</b>	Date: _____ Time: _____
<b>4. Type of Incident (check all applicable)</b>	<p><b>Activities for which suspension must be considered under section 306(1) of the <i>Education Act</i></b></p> <input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person. <input type="checkbox"/> Possessing alcohol or illegal drugs. <input type="checkbox"/> Being under the influence of alcohol. <input type="checkbox"/> Swearing at a teacher or at another person in a position of authority. <input type="checkbox"/> Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school. <input type="checkbox"/> Bullying. <input type="checkbox"/> Any other activity for which a pupil may be suspended under a policy of the board. [Note: <i>Boards must specify on this form any other activities for which the principal may suspend according to board policy.</i> ] <p><b>Activities for which expulsion must be considered under section 310(1) of the <i>Education Act</i></b></p> <input type="checkbox"/> Possessing a weapon, including possessing a firearm. <input type="checkbox"/> Using a weapon to cause or to threaten bodily harm to another person. <input type="checkbox"/> Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner. <input type="checkbox"/> Committing sexual assault. <input type="checkbox"/> Trafficking in weapons or in illegal drugs. <input type="checkbox"/> Committing robbery. <input type="checkbox"/> Giving alcohol to a minor. <input type="checkbox"/> Any other activity for which a pupil may be expelled under a policy of a board. [Note: <i>Boards must specify on this form any other activities for which the board may expel according to board policy.</i> ]
<b>5. Report Submitted By:</b> Name: _____ Signature: _____ Date: _____	
<b>Contact Information:</b> Location: _____ Telephone: _____	



# Reporting to Principals – Process

---

- After a report is submitted the principal must:
  - Provide a written acknowledgement of the receipt of the report (Safe Schools Incident Reporting Form – Part II) to the employee who reported. Information that could identify the student(s) involved must not be part of the acknowledgement.
  - Identify if action has been taken or no action is required.
    - Possible actions taken can include anything on the progressive discipline continuum e.g. warning, contacting parent, removal of privileges, suspension.
  - If no further action is taken by the principal, there is no requirement to retain the report and it should be destroyed.
  - If action is taken, the form and documentation must be kept in the student's Ontario Student Record (OSR) for a minimum of one year unless the board requires a longer period.
    - This will result in a complete documentation of the progressive discipline that has been applied to the student.

# Reporting to the Principal – Safe Schools Incident Reporting Form – Part II

## SAFE SCHOOLS INCIDENT REPORTING FORM – PART II

### ACKNOWLEDGEMENT OF RECEIPT

**Report No:**

---

Report Submitted By: Name: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken

No Action Required

(Principal): Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Only Part II to be returned to the person who reported.*

# Reporting to the Principal – Ontario Student Record (OSR)

---

- If a principal decides that action is required as a result of an incident:
  - a copy of the form with documentation indicating the action taken will be filed in the appropriate student's Ontario Student Record (OSR).
  - the names of all the other students appearing on the form (aggressors and victims) must be removed except the name of the student in whose OSR the form is going.
- If no action is taken towards the aggressor, the report is not to go in the student's OSR.
- Nothing about the incident is to go into the victim's OSR unless the victim/parent(s) of the victim specifically request that this is done.

Note: This formal report does not replace conversations between the employee and the principal. The principal and the employee are encouraged to talk about the incident regardless of action taken.

# Reporting and Responding

*No suspension/  
expulsion*

*Possible  
suspension/expulsion*

*Offensive slurs/jokes.....*

*Possessing a weapon.....*

**All staff who work directly with students must:  
RESPOND:**

To all student behaviour that negatively impacts on school climate\*

**All Board Employees must  
REPORT:**

All activities for which suspension or  
expulsion must be considered

\* Unless responding would in the employee's opinion, cause immediate physical harm to himself or herself or to that of a student or another person (Regulation 472/07).

# Communication to Parents



reach every student  
appuyer chaque élève

# Notice to Parent/Guardian of Victims

---

- Section 300.3 of the Education Act requires principals to inform parents/guardians of students who have been harmed as a result of any incident for which suspension or expulsion must be considered.
  - This amendment does not allow a principal to notify a parent or guardian of a student who is 18 years or older; or is 16 or 17 years old and has withdrawn from parental control. This does not prohibit the principals from contacting parents/guardians if the student gives consent.
- Under Section 300.3(3) of the Education Act, principals are not permitted to inform the parents of a victim when, in the principal's opinion, doing so would put the victim at risk of harm from the parent.
  - *Example:* During an investigation of an incident of homophobic bullying, a student discloses to the principal that he is gay and that he has not shared and is not ready to share this information about his sexual orientation with his parents. He says that if his parents are told, they will force him to leave home. He says he would rather commit suicide than face his parents on this issue.

# Notice to Parent/Guardian of Victims

---

- Under the amended Behaviour, Discipline and Safety of Pupils Regulation (472/07) if the principal makes the decision not to notify the parent/guardian of a victim, the principal must:
  - document the rationale for the decision not to notify the parent or guardian of the pupil;
  - inform the appropriate supervisory officer of this decision;
  - if a teacher reported the harm to the principal, inform the teacher of the decision; and
  - if they determine it is appropriate to do so, inform other board employees of the decision not to notify a parent or guardian of the pupil.
- Note: If a staff person has any reasonable grounds to suspect that a student, who is under the age of 16, is or may be in need of protection from the person having charge of him or her, the staff person must report this directly to a Children's Aid Society (and not rely on anyone else to report on his or her behalf)

# Notice to Parent/Guardian of Victims

---

What must be disclosed to parents:

- When notifying the parent/guardian of a victim, section 300.3(4) of the Education Act requires a principal to disclose the following:
  - the nature of the incident that resulted in harm to the student;
  - the nature of the harm to the student; and
  - the steps taken to protect the student's safety, including the nature of any discipline in response to the incident.
- Principals must not share the name of the aggressor or any other identifying or personal information with the parents of the victim beyond what is listed above.

# Supports for Students

---

- The revised PPMs require;
  - All board employees to take all allegations of gender-based violence, homophobia, sexual harassment, and inappropriate sexual behaviour (PPM 145) and bullying (144) seriously and act in a timely, sensitive and supportive manner
    - Board employees working directly with students must support all students, including those who disclose/report such incidents, by:
      - providing contact information about professional supports; and
      - making this information readily available to students who wish to discuss issues of healthy relationships, gender identity, and sexuality.
  - Boards to outline procedures to support students who are victims of serious student incidents\* and their parents.
    - Board policies and procedures must address what schools are expected to do to support these students including the development of specific student plans to protect the victim; and
    - Outline a process for parents to follow when they are not satisfied with the supports that their children receive.
- \* Serious student incidents are incidents that must be considered for suspension (s. 306.(1) or expulsion s. 310.(1)).

# Prevention and Awareness Raising

---

- Boards/schools must :
  - help school staff to give support to students who wish to participate in gay-straight alliances and in other student-led activities that promote understanding and development of healthy relationships.
  - engage their school councils and student councils to support these student-led activities.
  - ensure that prevention and awareness raising planning is consistent with the requirements for IEPs for students with special needs, including requirements regarding accommodations and modifications.
  - require schools to conduct anonymous school climate surveys of their students every two years.
  - require schools to share climate survey results with their Safe Schools Teams.

# Other New Policy Requirements

---

## School-Level Plans:

- PPM 145 now states that school boards must require that all schools develop and implement a school-wide progressive discipline plan.
- PPM 144 now requires that school-level plans include:
  - awareness raising strategies;
  - support strategies including plans to protect victims