

Delegation

In the absence of the Principal, the Vice-Principal may be delegated with authority to address incidents of inappropriate student behaviour. In the absence of the Principal and the Vice-Principal, the Principal may delegate limited authority to a Teacher to address incidents of inappropriate student behaviour.

Emergency Situations

All stakeholders share the responsibility to nurture a safe, healthy and caring school environment.

Reporting incidents of an urgent nature should be made verbally to the Principal and then in writing using the specified Report Form. All incident reports should include dialogue with the Principal to allow the investigation to be completed thoroughly.

Through communication, knowledge of board policy and ministry regulations, the staff of the Toronto Catholic District School Board are committed to maintaining safe, welcoming and caring school environments.

Resources

Board employees must support all students who have been victimized and/or who have reported incidents of bullying, gender-based violence, homophobia and sexual harassment. Where appropriate, contact information about professional supports will be made available.

Assistance to Parents

The Principal will assist the parents of students harmed by incidents for which a suspension or expulsion must be considered, and the parents of students identified as aggressors. The Principal will provide the parents with appropriate resources and support that will help parents nurture the well-being of their children.

TORONTO CATHOLIC DISTRICT SCHOOL BOARD TRUSTEES 2009-2010

Wards

- | | |
|---|--------------|
| 1. Joseph Martino | 416-512-3401 |
| 2. Ann Andrachuk,
Vice-Chair | 416-512-3402 |
| 3. Sal Piccininni | 416-512-3403 |
| 4. Mary Cicogna | 416-512-3404 |
| 5. Maria Rizzo | 416-512-3405 |
| 6. Rob Davis | 416-512-3406 |
| 7. John Del Grande | 416-512-3407 |
| 8. Mary Ann Robillard | 416-512-3408 |
| 9. Catherine LeBlanc-Miller | 416-512-3409 |
| 10. Barbara Poplawski | 416-512-3410 |
| 11. Angela Kennedy, Chair | 416-512-3411 |
| 12. Paul John Crawford,
Honorary Treasurer | 416-512-3412 |
| Connor Rollit,
Student Trustee | 416-512-3413 |

SAFE SCHOOLS

In Diverse and Inclusive Communities



Ann Perron
Director of Education

Angela Kennedy
Chair of the Board



**KEEPING OUR
STUDENTS SAFE
AT SCHOOL**

BILL 157 An Amendment to the Education Act



**God, protect them in your
name that you have given
me, so that they may be
one, as we are one. While I
was with them I protected
them in your name.**

John 17:11-12



SAFE SCHOOLS DEPARTMENT

www.tcdsb.org

At the Toronto Catholic District School Board there has always been a moral obligation for adults to respond and report those incidents that impact negatively on school climate.

The TCDSB supports the changes to the Education Act to reflect Bill 157—Keeping Our Kids Safe at School and views this as an opportunity to continue to ensure that our school communities are safe, caring and inclusive schools where Gospel values are lived out each day.

Legislation

The Ministry of Education of Ontario passed a bill which came into effect February 1, 2010 that made changes to the Education Act. Bill 157, known as “Keeping our Kids Safe at School”, was enacted to increase the level of safety of students attending all Ontario schools. Policy and Program Memorandum 144 and 145 have been updated by the Ministry of Education to accommodate Bill 157. Sustaining safe and caring schools is a priority for the Toronto Catholic District School Board.

Policy

The Toronto Catholic District School Board has updated the Code of Conduct in response to the changes in the Education Act. The Code of Conduct includes: duty to respond, duty to report, supports for students, and delegation of the Principal’s authority. All school community members share these new responsibilities to keep schools safe. The revised policy can be found on the TCDSB web site at: <http://www.tcdsb.org/policyregister/SS09.htm>

Schools

Since February 1st, 2010, all schools in Ontario are required to:

- **respond** to comments and behaviours that affect the climate of the school,
- **report** in writing to the Principal behaviours and activities that may lead to a suspension or expulsion,
- **support** victims of bullying,
- **assist** parents with explanations on protocols,
- **delegate** Principal duties to Vice-Principals and Teachers in the absence of the Principal.

Responding to Incidents:

All TCDSB employees who work directly with students must respond to incidents that may have a negative impact on the climate of the school community. At the time of the incident, all employees must respond in a safe manner that protects the personal safety of the respondent and the safety of others. If it is unsafe to respond, it is important to report verbally to the Principal as soon as possible.

Reporting Incidents:

Individuals who become aware of a student who may have engaged in an activity for which Suspension (306) or Expulsion (310) must be considered, are required to report in writing to the Principal the details of the activity by no later than the end of the school day. The following is a list of the individuals who must report according to the Toronto Catholic District School Board Policy:

- All Board Employees
- Cafeteria Staff
- Contractors
- Co-op Employers
- Crossing Guards
- School Resource Officers
- Trustee
- All other personnel Contracted by TCDSB

All TCDSB employees can complete the reporting through the Safe Schools Progressive Discipline Application. All other reporting should be done through the main office of the school.

Follow-up to Reports:

If the Principal has decided that action must be taken as a result of any incident within the progressive discipline continuum, he or she will file a copy of the reporting form in the Ontario Student Record (OSR) of the student whose behaviour was inappropriate with documentation indicating the action taken. No other student names will appear on the form that is filed in the OSR.

Reporting to Victim’s Parent(s)/Guardian(s)

Principals are required to inform a parent/guardian of a victim who has been harmed as a result of any incident that must be considered for suspension or expulsion. The information provided will deal with the nature of the harm, the nature of the activity that resulted in the harm and the nature of any disciplinary measures taken in response to the activity.

Principals are also required to abide by the *Freedom of Information and Protection of Privacy Act* which prevents the sharing of personal information of others involved. Details on this legislation is available at: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm

Activities for which suspension must be considered under section 306(1) of the Education Act

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|---|---|
| <input type="checkbox"/> Possessing alcohol or illegal drugs | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Being under the influence of alcohol | <input type="checkbox"/> Aid/incite harmful behaviour |
| <input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person | <input type="checkbox"/> Physical assault |
| <input type="checkbox"/> Swearing at a teacher or at another person in a position of authority | <input type="checkbox"/> Being under the influence of illegal drugs |
| <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"/> Sexual harassment |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Racial harassment |
| <input type="checkbox"/> Persistent opposition to authority | <input type="checkbox"/> Fighting |
| <input type="checkbox"/> Neglect of duty | <input type="checkbox"/> Possession or misuse of any harmful substances |
| <input type="checkbox"/> Wilful destruction of school property | <input type="checkbox"/> Hate-motivated violence |
| <input type="checkbox"/> Use of profane or improper language | <input type="checkbox"/> Extortion |
| <input type="checkbox"/> Use of tobacco | <input type="checkbox"/> Distribution of hate material |
| | <input type="checkbox"/> Inappropriate use of electronic communications/media |

Activities for which expulsion must be considered under section 310(1) of the Education Act

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|--|---|
| <input type="checkbox"/> Possessing a weapon, including possessing a firearm | <input type="checkbox"/> Trafficking in weapons or in illegal drugs |
| <input type="checkbox"/> Using a weapon to cause or to threaten bodily harm to another person | <input type="checkbox"/> Committing robbery |
| <input type="checkbox"/> Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner | <input type="checkbox"/> Giving alcohol to a minor |
| <input type="checkbox"/> Committing sexual assault | <input type="checkbox"/> Possessing of explosive substance |
| | <input type="checkbox"/> Serious or repeat misconduct |
| | <input type="checkbox"/> Refractory conduct |