

APPENDIX B
Secondary Fresh Start Package

Procedures for a Secondary School Fresh Start

&

Safe Schools Transitions

Checklist of Critical Steps Secondary

Procedures for a Secondary School Fresh Start

1. All Fresh Starts will be coordinated by the principal of Monsignor Fraser College, St. Martin Campus.
2. All requests for Fresh Starts will be considered for approval by the superintendent of the school the student (initially) attends.
3. The Fresh Start administrator will decide the new location for a student based on the following criteria:
 - a. Distance from student's home to the new school;
 - b. Availability of academic and social-emotional supports at the new school;
 - c. Undertaking or conditions agreed to by the student and/or student's parent/legal guardian;
 - d. Fair and equitable distribution of fresh start students amongst the schools of the Board;
 - e. Previous school transfers of the Fresh Start Student;
 - f. Presence of student or staff who were previously the victim of, or in conflict with, the Fresh Start Student;
4. The sending Principal must notify the student and parent/guardian (if student is a minor) that a Fresh Start transfer is being imposed. The sending Principal will also inform them of the new school information and the obligation of social work follow-up as part of the process. The sending principal will also ensure that the *Fresh Start Acknowledgement Letter* and *Record of Fresh Start* documents are completed and filed accordingly.
5. The Receiving School will receive email from the Monsignor Fraser College, St. Martin Campus Administrator with all pertinent information including but not limited to a Credit Counselling Summary and details related to the reason for the transfer.
6. The Receiving School will reply to the Monsignor Fraser College, St. Martin Campus Administrator that a timetable will be produced to accommodate the best possible fit.

7. The receiving school principal will contact the student and parents for an intake meeting in a timely manner. The receiving school principal will ensure that the Ontario Student Record (OSR) is at the receiving school before the intake meeting.
8. At the intake meeting, school regulations and expectations will be covered with the Fresh Start Student and parent/guardian before placing the student in the new school. The mandatory social work follow-up will be initiated at this meeting if a social work referral does not already exist. Additional supports and resources will be addressed, where applicable.
9. Prior to the student starting class, a local school based meeting will be held at which teachers and other school staff ~~that~~ who will have regular direct contact with the student will be provided with relevant information and appropriate strategies.
10. The receiving principal will ensure that the necessary academic, support staff and social work supports, including a *Transition Plan*, are in place, and that there is documentation to support this, including a checklist of critical documentation and steps.
11. The receiving principal will ensure that appropriate staff are advised in accordance with the *Occupational Health and Safety Act* (OHSA) requirements. Specifically, the Board recognizes Section 32.0.5(3) of the OHSA which states the employer's "duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if, (a) the worker can be expected to encounter that person in the course of his or her work; and (b) the risk of workplace violence is likely to expose the worker to physical injury."
12. If a student is Fresh Started more than once or was previously expelled, the student and the parent(s)/guardian(s) must meet with the area superintendent and/or Superintendent of Safe Schools prior to transferring to the new school placement.

13. The Superintendent with responsibility for Safe Schools will maintain a record of all Safe Schools transfers.
14. If a student is Fresh Started immediately preceding the end of a semester the sending principal will facilitate credit completion at the home school, negotiate completion with the receiving school or discuss completion of work and exams at another location. The student will begin attending the new school placement at the start of the new semester.



Safe Schools Department

Safe Schools Transitions

Checklist of Critical Steps

Secondary

****Refer to the Safe Schools Transitions Flowchart for additional information.***

- Received an e-mail containing relevant student information from Fresh Start Administrator
- Reviewed the e-mail and all information
- Requested OSR from sending school

*****Receiving school must be in possession of OSR prior to the intake meeting and OSR must be available to be consulted during intake meeting (PPM145)***

- Reviewed OSR to identify relevant information to support successful student transition
- Engaged in an exchange of information with Principal (VP) of Sending School
- Developed a student timetable for student
- Arranged an in-take meeting at the Receiving School prior to the day or on the day the student is transferred
- Ensured the academic and social work supports, including a Transition Plan, are in place

*****Transition Plan must also include considerations related to extra-curricular activities to ensure that at no time the student will be in contact with previous victim(s), witness(es), or co-accused. Should the student be a member of an extra-curricular team or club, the principal should contact the Safe Schools Department for further direction***

- Prior to the student beginning classes**, met or spoke with teaching and non-teaching staff that will have direct and regular contact with the student to review key information from the Intake Meeting and strategies to best support the student

Informed teaching and non-teaching staff that they must treat any information about the student and the incident disclosed at the meeting as confidential.