

**APPENDIX A**  
**Elementary Fresh Start Package**

**Procedures for an Elementary School Fresh Start**

**&**

**Safe Schools Transitions**

**Checklist of Critical Steps Elementary**

## **Procedures for an Elementary School Fresh Start:**

1. All Fresh Starts will be coordinated by the Superintendent of the school currently attended by the student.
2. All requests for Fresh Starts will be considered for approval by the superintendent of the school the student (initially) attends.
3. The Superintendent 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 Superintendent of the school currently attended by the student will contact the student and parent(s)/guardian(s) to inform them of the new school information and the obligation of social work follow-up as part of the process. The Superintendent of the school currently attended by the student will also provide the Safe Schools Officer with details related to the Fresh Start. Safe Schools Officer will inform Monsignor Fraser College, St. Martin Campus Administrator.
5. The sending principal will ensure that the *Fresh Start Acknowledgement Letter* and *Record of Fresh Start* documents are completed and filed accordingly.

6. 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.
7. At the intake meeting, school regulations and expectations will be covered 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.
8. Prior to the student starting class, a local school based meeting will be held where teachers and other school staff that will have regular direct contact with the student will be provided with relevant information and appropriate strategies.
9. 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.
10. The receiving principal will ensure that appropriate staff are advised in accordance with the *Occupational Health and Safety Act*. Specifically, the Board recognizes Section 32.0.5(3) of the OHS Act 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."
11. The Superintendent with responsibility for Safe Schools will maintain a record of all Safe Schools transfers.



## **Safe Schools Department**

### **Safe Schools Transitions**

### **Checklist of Critical Steps**

### **Elementary**

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

- Received communication from School Superintendent confirming Fresh Start transition
- 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
- Determined classroom placement 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.