

ADMINISTRATIVE PROCEDURES

SUBJECT: Progressive Discipline

This Administrative Procedure provides specific direction to principals and staff members regarding the following aspects of progressive discipline as referenced in the Regulation: Responsibility of staff to report serious incidents of inappropriate behaviour to the principal, responsibility of the principal to notify parents of students involved in serious incidents, the delegation of principal's authority in the absence of the principal and vice-principal, the use of strategies and interventions, record-keeping, and the development of a school-based progressive discipline plan.

Staff Responsibility to Report to Principals

The purpose of reporting incidents of inappropriate and disrespectful behaviour is to ensure that the principal is aware of any activities taking place in the school for which suspension or expulsion must be considered.

An employee of the board who becomes aware that a student at a school of the board may have engaged in an activity for which suspension or expulsion must be considered shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but must report to the principal no later than the end of the school day.

In cases where immediate action is required, a verbal report to the principal may be made. A written report must be made when it is safe to do so.

All employee reports made to the principal must be confirmed in writing, using the "Safe Schools Incident Reporting Form – Part I" (Appendix A).

The principal must provide the person who submitted the initial report with written acknowledgement of its receipt on the "Safe Schools Reporting Form – Part II" (Appendix B). **Information that could identify the students involved must not be part of the acknowledgment.**

The principal will assign a specific report number as follows:

xx-xx (school year) - xx (school number) – xxx (beginning with 001 and numbering consecutively with successive reports)

Where action has been taken, the principal will file a copy of the report as follows:

- A copy of the reporting form with the principal's follow-up action noted is to be filed in the OSR of each student whose behaviour was inappropriate, with reference by name to any other student (both aggressors and victims) to be removed before filing

In the case of victims, the following applies:

- No information about the incident is to be placed in the OSR of the victim unless the victim or the parent of the victim expressly requests that it be placed in the OSR

- Where the victim is also an aggressor and the principal has taken action short of suspension, no information about the situation is to be placed in the victim's OSR if the principal has decided not to notify this student's parents; however, if the principal has notified this student's parents, a copy of the report will be placed in the OSR

Copies of these reports and any related documentation must remain in the OSR for a period of one year.

If the principal has identified the incident as violent, and if the student engaged in the incident is a student of the school, the reporting form must be retained in that student's OSR for:

- One year, if the student's suspension was quashed or withdrawn upon appeal, and the record of suspension expunged. Documentation of any other action taken (other than suspension or expulsion) must also be retained for this period;
- Three years, if the student was suspended for the violent incident;
- Five years, if the student was expelled for the violent incident

For non-violent incidents, if no further action is taken by the principal, the principal is not required to retain the report.

Note: In addition, where the principal has identified an incident as violent, the completion of a violent incident form, along with the appropriate notation in Trillium, is also a necessary step. (Appendix C)

Principal's Response Upon Receipt of Report

In all cases, the principal must provide the employee who reported the incident with written acknowledgement of receipt of the report, using the "Safe Schools Incident Reporting Form – Part II", and must specify whether action has been taken or no action is required. If no further action is taken by the principal, the principal is not required to retain the report, and should destroy it. Information that could identify the students involved must not be part of the acknowledgement.

Responsibility of Others to Report

In addition to employees of the board, school bus drivers and staff involved in before and after school programs are also required to report such incidents in writing to the principal of the school.

Notification of Parents/Guardians

If the principal believes that a student has been harmed as a result of a serious incident, the principal shall, as soon as reasonably possible, notify the parent or guardian of the student, providing that student is under the age of 18, and if age 16 or 17, has not withdrawn from parental control.

A principal shall not notify a parent or guardian of a student if in the opinion of the principal, doing so would put the student at risk of harm from a parent or guardian of the student, such that the notification is not in the student's best interests.

When a principal has decided not to notify the parents/guardians that their child was involved in a serious student incident, they must document the rationale for this decision and notify both the teacher who reported the incident and the appropriate supervisory officer of this decision. The principal shall also, if they determine it is appropriate to do so, inform other board employees of this decision. In addition, the principal should refer students to board resources or to a community-based service provider that can provide the appropriate type confidential support when his or her parents/guardians are not notified.

In circumstances where Board employees have reason to believe that a student may be in need of protection, board employees must call the Children's Aid Society according to the requirements of the Child and Family Services Act.

When notifying a parent or guardian of a student who has been harmed, the principal shall disclose:

- The nature of the activity 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 disciplinary measures taken in response to the activity.
- The supports that will be provided for the student in response to the harm that resulted from the activity.

Parents/guardians must be invited to participate in discussions regarding supports for their child.

When notifying a parent or guardian of a student who has been harmed, the principal shall not disclose the name of or any identifying or personal information about a student who engaged in the activity that resulted in the harm, except so far as is necessary to comply with the above.

The principal is required to also notify the parents/guardians of students who have engaged in serious student incidents. The principal shall disclose:

- The nature of the activity that resulted in harm to the other student
- The nature of the harm to the other student
- The nature of any disciplinary measures taken in response to the activity
- The supports that will be provided for the student in response to his or her engagement in the activity

Parents/guardians must be invited to participate in discussions regarding supports for their child.

School Transfers Related to School Safety

In certain situations it may be deemed necessary for a student to be transferred to another school in order to preserve the safety or well-being of another. These decisions are to be reached by the principal in consultation with the appropriate supervisory officer, and must give due consideration to the student and parents' need to be informed as part of the process. It is preferable that the student who has been harmed not be the one to transfer, unless circumstances suggest otherwise.

A transfer meeting must be scheduled between representatives of the sending and receiving schools, and where possible should include the teachers and other school staff who will have regular direct contact with the student. The student and parents should also be invited to the transfer meeting, and reasonable efforts should be made to accommodate their attendance. The meeting may occur prior to the student's arrival to the new school, or on the day of their arrival, but must take place before the student attends class. The receiving school must also be in possession of the student's OSR prior to the transfer meeting, and it must be available for reference during the meeting. All staff must treat any information about the student and the incident as confidential.

Delegation of Authority Regarding Discipline

Changes to the Education Act provide a principal with the authority to delegate, according to Ministry memorandum and Board policy, powers, duties, or functions under Part XIII – "Behaviour, Discipline and Safety".

The delegation of authority must be made in writing, subject to the restrictions and limitations outlined below. (See Appendix **D** for the delegation template – Vice-Principal, and Appendix **E** for the delegation template - Teacher in Charge.)

It must be made clear in the delegation, how and from whom the delegate vice-principal or teacher can receive support or information to assist in carrying out their responsibilities, whether that source be the principal, a designated other principal contact, or a superintendent of education.

Whenever possible, school staffs should be given advance notice of the scheduled absence from the school of the principal and vice-principal, as well as to whom administrative responsibilities have been delegated.

Vice-Principals

Principals shall determine the extent to which the delegation of authority is extended to the vice-principal within the following parameters: Delegation to a vice-principal may include all authority of the principal under Part XIII of the Education Act except the final decision regarding a recommendation to the board to expel a student. Vice-principals may be delegated the authority to suspend a student for a period of less than six school days.

Under this section, principals may set out expectations for vice-principals on matters including but not limited to consultation before final decisions are made on situations arising, and with regard to the notification of parents.

Teachers

The principal's authority under this section may only be delegated in writing to a teacher in the absence of the principal and vice-principal, and must respect the terms of all applicable collective agreements.

Teachers may be delegated the authority to initially deal with situations involving activities that occur that must be considered for suspension or expulsion. The most important consideration in these circumstances is the safety of those involved. Any initial investigation must be undertaken according to board direction. The teacher must report all details of the initial investigation to the principal as soon as possible.

The teacher must report to the principal or vice-principal any activities that must be considered for suspension or expulsion that are received from staff or others during the principal's absence.

A teacher may not be delegated authority regarding suspension decisions or recommendations regarding expulsion of students.

Teacher contact with parents in the case of a serious incident is limited to communicating the nature of the harm to the student and the nature of the activity that resulted in the harm. The teacher must not be delegated the authority to discuss the nature of any discipline measures taken in response to the activity.

If the teacher is not sure whether he or she should call the parents, the teacher should contact the principal or supervisory officer for direction. Full responsibility for follow-up with parents rests with the principal or vice-principal at the earliest opportunity.

Progressive Discipline Intervention Strategies

A teacher or the principal or designate, as appropriate, will utilize early and/or ongoing intervention strategies to prevent unsafe or inappropriate behaviours and to guide students to more appropriate choices. For students with special education needs, this includes referring to their Individual Education Plan (IEP) and consulting with appropriate staff to determine best possible approaches.

These may include:

- Contact with student's parent(s)/guardian(s);
- Oral reminders;
- Review of expectations;
- Written work assignment addressing the behaviour, that has a learning component;
- Volunteer services to the school community;
- Conflict mediation and resolution;
- Peer mentoring;
- Referral to counseling; and/or
- Consultation.

The principal or designate may choose to use a progressive discipline strategy to address the infraction if a student has engaged in inappropriate behaviour and it is the first time that the student has engaged in such behaviour,

Interventions may include:

- Meeting with the student's parent(s)/guardian(s), student and principal;
- Referral to a community agency for anger management or substance abuse, counseling or intervention;
- Detentions;
- Withdrawal of privileges;
- Withdrawal from class;
- Restitution for damages;
- Restorative practices; and
- Safe schools transfer.
- In some cases:
 - a. Short-term suspension may also be considered a useful progressive discipline approach
 - b. Contact with CAS where required
 - c. Contact with police services where required

Record

The teacher, principal or designate should keep a record for each student with whom intervention strategies are utilized. The record should include:

1. Name of the student;
2. Date of the incident or behaviour;
3. Nature of the incident or behaviour;
4. Progressive discipline approach used;
5. Outcome; and/or
6. Contact with the student's parent/guardian (unless the student is an adult student).
7. Contact with internal supports accessed;
8. Contact with external supports accessed

School-based Progressive Discipline Plan

Principals are responsible for incorporating the elements of progressive discipline as outlined in the regulations, into a school-wide approach, and to engage the appropriate stakeholders at each stage as may be dictated by circumstances.

Implementation Date: January 5, 2010

Revised: March 5, 2013

Reference: Education Act, LKDSB Policy and Regulations



School Name:

Report No.:

Students
Involved:

**Confidential Safe Schools
Incident Reporting Form Part 1**

Date:

Time:

**Location of
Incident**

In the school or on school property

Please specify:

At a school-related activity

Please specify:

On a school bus

Route # = _____

Other

Please specify:

Activities for which suspension must be considered (Education Act, 306(1))

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol, illegal and/or restricted 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 damage to school or board property or to property located on the premises of the pupil's school;
- Bullying;
- Any act considered by the principal to be injurious to the moral tone of the school;
- Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; or
- Any act considered by the principal to be contrary to the Board or school Code of Conduct.

Activities for which expulsion must be considered (Education Act, 310(1))

- 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, illegal and/or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper;
- Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

**Type of Incident
(Check all that apply)**

**Report
by:**

Name:

Signature:

Contact Information:

Date:

For Principal's Use Only: Check if violent incident as per PPM 120

Information is collected under the authority Part XIII of the Education Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and shall be used for the purpose of student discipline. Questions about the information collected on this form shall be directed to the school principal.



SAFE SCHOOLS INCIDENT REPORTING FORM – PART II
ACKNOWLEDGEMENT OF RECEIPT OF REPORT

Report No: _____

Report Submitted By: Name : _____ Date: _____

Investigation completed

Principal to communicate results to the teacher at a mutually convenient time *

Principal to communicate results to other board employee at a mutually convenient time, as appropriate *

Investigation in progress

Once investigation is completed, principal to communicate results to the teacher at a mutually convenient time *

Once investigation is completed, Principal to communicate results to other board employee at a mutually convenient time, as appropriate *

Name of Principal: _____

Signature: _____ **Date:** _____

Note: Only Part II is to be given to the person who submitted the report.

* In accordance with s300.2 of the Education Act, after investigating a matter reported by an employee, the principal shall communicate the results of the investigation to the teacher or other board employee who is not a teacher, as appropriate. In accordance with the Municipal Freedom of Information and Protection and Privacy Act and the Educational Act, when reporting the results of the investigation, the principal shall not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation.

VIOLENT INCIDENT FORM

(Revised – September 2008)

Name of School:	School Year:
Name of Student:	O.E.N.
D.O.B. _____ (year) (month) (day)	Male <input type="checkbox"/> Female <input type="checkbox"/>

A. DESCRIPTION OF VIOLENT INCIDENT.

Please check(√) one or more categories which are applicable to the incident.
(A copy of "Notification of Suspension Form", if applicable may be attached.)

- | | |
|---|---|
| <input type="checkbox"/> Possessing a weapon (including possessing a firearm) | <input type="checkbox"/> Activities (engaged in by the pupil) on or off property that cause the student's continued presence to create an unacceptable risk to the physical or mental well-being of others in the school or Board |
| <input type="checkbox"/> Using a weapon to cause or to threaten bodily harm to another person | <input type="checkbox"/> Activities, on or off property, that have caused extensive damage to the property of the Board or to goods that are/were on Board property |
| <input type="checkbox"/> Committing Robbery | <input type="checkbox"/> Any act considered by the Principal to be a serious violation of the Board or school Code of Conduct |
| <input type="checkbox"/> Committing physical assault on another person that causes bodily harm requiring medical treatment by a medical practitioner | <input type="checkbox"/> Any act <u>involving a staff member</u>, including threats or actions against their physical or mental well-being or their personal property (A copy of this form is to be forwarded to Cheryl Webster, Conflict Resolution Co-ordinator) |
| <input type="checkbox"/> Committing Sexual Assault | |

Written Description of Violent Incident:

B. POLICE CONTACT

Date of contact _____ (year) (month) (day)	Date of police investigation at school _____ (year) (month) (day)	Name of officer / incident number: _____/#_____
--	---	--

C. CHILDREN'S AID SOCIETY CONTACT

Date of contact _____ (year) (month) (day)	Contact/Response Date of Children's Aid Society _____ (year) (month) (day)	Name of contact: _____
--	--	---------------------------

**VICE-PRINCIPAL -
DELEGATION OF AUTHORITY**

Teacher Name:			
School:			
Date:		Principal:	

Delegation of Authority:

Section 300.1(1)(b) of the Education Act allows for a principal's authority to be delegated in their absence to a teacher subject to the information that follows.

Dates Applicable - This delegation of authority applies to the following dates:

Date:		Date	
Date:		Date:	
Date:		Date:	

Contact Information - Administrative support is available to you:

Principal:		Cell #:	
Vice-Principal:		Cell #:	
Area Superintendent:		Cell #:	
Alternate Superintendent:		Cell #:	
Sarnia Ed. Centre:	Switchboard	Phone #:	519-336-1500

Specific Responsibilities (Safe Schools):

1. Receiving reports from Board employees and transportation providers about serious incidents for which suspensions or a recommendation to expel might be made and communicating this information to the school principal or senior administrator at the earliest opportunity;
2. Ensuring that in dealing with all situations related to student conduct, including the above, that the most important consideration is the safety of those involved;
3. Conducting an initial assessment as to the nature of an incident and consulting with the school principal or senior administrator as appropriate, to determine whether or not the incident is one for which a suspension or expulsion might be imposed;
4. In a situation where the vice-principal decides unilaterally that a suspension is appropriate, that the maximum number of days to be assigned is 5.
5. After consultation with the school principal, or senior administrator, providing limited information to a parent / guardian of a pupil about an incident causing the pupil harm, unless:
 - the pupil is an adult pupil (18+ years of age; or 16 / 17 years of age and withdrawn from parental control; or,
 - you are of the opinion that reporting the information to the parent / guardian might put the pupil at risk of harm and not be in the pupil's best interest;
8. (The information provided to parents must be limited to the nature of the harm to the student and the nature of the activity that lead to the harm. Do not discuss disciplinary measures.)
9. Implementing progressive discipline measures as appropriate following the investigation of an incident that is unlikely to lead to suspension or expulsion as a consequence;
10. Contacting the police in an emergency; and
11. Contacting the police in accordance with the Police / School Board Protocol.

Other responsibilities as agreed upon:

•
•
•

School staff notified by:

Name:		Date:	
-------	--	-------	--

Authority must be exercised in accordance with the *Education Act*, Board policies and procedures. Authority with respect to these matters shall cease upon the return to the school of the site administrator, or other administrator acting on their behalf.

Acknowledgements:

Prepared by (Principal): _____ Received by (Vice-Principal): _____

TEACHER IN CHARGE - DELEGATION OF AUTHORITY

Teacher Name:			
School:			
Date:		Principal:	

Delegation of Authority:
Section 300.1(1)(b) of the Education Act allows for a principal's authority to be delegated in their absence to a teacher subject to the information that follows.

Dates Applicable - This delegation of authority applies to the following dates:

Date:		Date:	
Date:		Date:	
Date:		Date:	

Contact Information - Administrative support is available to you:

Principal:		Cell #:	
Vice-Principal:		Cell #:	
Area Superintendent:		Cell #:	
Alternate Superintendent:		Cell #:	
Sarnia Ed. Centre:	Switchboard	Phone #:	519-336-1500

- Specific Responsibilities (Safe Schools):**
12. Receiving reports from Board employees and transportation providers about serious incidents for which suspensions or a recommendation to expel might be made and communicating this information to an administrator at the earliest opportunity;
 13. Ensuring that in dealing with all situations related to student conduct, including the above, that the most important consideration is the safety of those involved;
 14. Conducting an initial assessment as to the nature of an incident and referring it to an administrator who will then determine whether or not the incident is one for which a suspension or expulsion might be imposed;
 15. After consultation with an administrator, providing limited information to a parent/guardian of a pupil about an incident causing the pupil harm, unless:
 - the pupil is an adult pupil (18+ years of age; or 16/17 years of age and withdrawn from parental control; or,
 - you are of the opinion that reporting the information to the parent/guardian might put the pupil at risk of harm and not be in the pupil's best interest: (The information provided to parents must be limited to the nature of the harm to the student and the nature of the activity that lead to the harm. Do not discuss disciplinary measures.)
 16. Implementing progressive discipline measures under the direction of an administrator following the investigation of an incident that is unlikely to lead to suspension or expulsion as a consequence;
 17. Contacting the police in an emergency; and
 18. Contacting the police in accordance with the Police / School Board Protocol.

Other responsibilities as agreed upon:

•
•
•

School staff notified by:

Name:		Date:	
-------	--	-------	--

Authority must be exercised in accordance with the *Education Act*, Board policies and procedures. Authority with respect to these matters shall cease upon the return to the school of the site administrator, or other administrator acting on their behalf.

Acknowledgements:

Prepared by (Principal): _____ Received by (Teacher): _____