

ADMINISTRATIVE PROCEDURES

SUBJECT: Bullying

This Administrative Procedure provides specific direction to principals and staff members regarding two aspects of bullying intervention as referenced in the Regulation: Responsibility of staff to report serious incidents of inappropriate behaviour to the principal, and responsibility of the principal to notify the parent or guardian of students involved in serious incidents.

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.

In certain situations, members of the College of Psychologists of Ontario, or the Ontario College of Social Workers and Social Service Workers who are engaged in a clinical relationship with a student shall report incidents of behaviour for which suspensions or expulsion must be considered to the principal as soon as it is, in their professional opinion, reasonable possible to do so without having a negative impact on the nature of the clinical relationship. They shall also report, in a manner that is consistent with the code of ethics and the standards of practice of their respective professions, matters that could result in the student's doing physical, emotional, or psychological harm to him- or herself or to others.

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 or guardian of the victim expressly requests that it be placed in the OSR
- Where the victim is also an aggressor and the principal has taken some 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 parent or guardian; however, if the principal has notified this student's parent or guardian, 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.

Further Documentation

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.

Other Employees

In addition to employees of the Board, school bus drivers must also be required to report such incidents in writing to the principal of the school, using the same report forms and procedures as for all staff.

Notification of Parent or Guardian

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 parent or guardian 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 parent or guardian is 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.

Parent or guardian 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 parent or guardian 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

Parent or guardian must be invited to participate in discussions regarding supports for their child.

Implementation Date: January 5, 2010

Revised: March 5, 2013

Reference: Education Act, LKDSB Policy and Regulations



Lambton Kent
District School Board

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:

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

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.

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.

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.