



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE STUDENTS: NO. 382	
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VIOLENCE-FREE SCHOOL

PURPOSE

The Moosonee District School Area Board is dedicated to maintaining a safe learning and working environment in Moosonee Public School.

This administrative procedure supports violence prevention and provides protective measures for students and staff members. Prevention programs, ongoing supervision, and progressive discipline will be part of the regular school routine.

DEFINITIONS

Violent Incident: A violent incident is any physical assault, physically threatening behaviour or verbal threat of physical assault directed towards a student or staff member that occurs on Board property, at a school-sponsored event, or via electronic communication.

Weapon: For the purposes of this administrative procedure, a weapon is defined as any object designed as, or used as, a weapon.

Hate-motivated Violence: Hate-motivated violence includes incidents involving racism and homophobia.

Mitigating and Other Factors: Mitigating and other factors must be taken into account when discipline is being considered. These factors are described in Ontario Regulation 472/07 Behaviour, Discipline and Safety of Pupils. They are also described in Administrative Procedure 378 Student Discipline: Suspension, and Administrative Procedure 379 Student Discipline: Expulsion.

Parents: A reference to “parents” in this administrative procedure also refers to guardians if applicable, and to a single parent or guardian.

PROCEDURES

1. Prevention Measures

1.1 Moosonee District School Area Board promotes the concept of a violence-free school by committing to the following:

- a) The Board is committed to the involvement of the home, school, and community in the development and implementation of Board safe schools policies and related administrative procedures.

- b) The Board is committed to developing and maintaining a safe, welcoming, violence-free school environment that provides a sense of belonging and promotes a sense of responsibility, empowerment, and ownership.
- c) The Board is committed to providing early and ongoing identification and intervention programs for individual students at risk of becoming excessively violent or victims of aggression.
- d) The Board ensures that the school has a Code of Conduct that provides clear expectations with regard to acceptable and unacceptable behaviour for all members of the school community.
[Board Policy GOV-09 Safe Schools: School Code of Conduct]

1.2 The Board uses a progressive discipline approach that provides a continuum of supports, early and ongoing interventions, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours.

2. Responding to Violent Incidents

2.1 The Board is committed to establishing procedures for recording, reporting, and dealing with violent incidents.

2.2 Behaviour which threatens the safety and security of students and staff members will not be condoned and will be addressed in an appropriate manner. Students who use violence to resolve their differences and to harm and intimidate others will be dealt with in accordance with administrative procedures, Board policy, and the Board's police protocol.

2.3 The principal will deal with all violent incidents that occur both on and off school property during school hours and on the way to and from school.

2.4 When addressing the behavior of students with special needs, mitigating factors must be considered before determining consequences.

2.5 The Board, with the assistance of the community, is committed to developing short and long term strategies to follow up on violent occurrences.

3. Reporting Violent Incidents Students under Twelve:

3.1 For students under the age of twelve years, each individual violent incident shall be judged on its own merits by the principal. There may be a decision to report to the police or, if a child is in need of protection, to the Payukotayno James & Hudson Bay Family Services.

Incidents that Require Reporting:

3.2 For students twelve years of age and older, serious violent incidents must be reported to the supervisory officer and to the police. Boards must follow the direction in the Provincial Model for a Local Police/School Board Protocol, 2011 regarding notification of the police if any of these violent incidents occurs.

3.3 The following chart identifies the types of violent incidents that must be reported and the types of violent incidents that may, at the discretion of the principal, be reported.

Violent Incident	Police		Payukotayno
	Under 12 years	12 years and older	15 years and younger
Possession of a weapon	May	Must	May
Threats of serious physical injury	May	Must	May
Physical assaults causing serious injury or bodily harm	May	Must	Must
Sexual assault	May	Must	Must
Robbery and/or extortion	May	Must	May
Hate-motivated violence	May	Must	May
Vandalism causing extensive damage to school property or property located on school premises	May	Must	May

3.4 If the police are involved, Form ADMIN 382-01 Violent Incident Form must be completed for the student, regardless of age, and placed in the student's Ontario Student Record (OSR).

3.5 Details concerning the incident plus a record of applied school consequences must also be placed in the student's OSR. These records are to be maintained in the student's OSR for a minimum of three (3) years.

4. Communication Related to Violent Incidents

4.1 The principal is responsible for reporting violent incidents to the authorities.

4.2 Upon the police being notified, the principal must inform the following people as soon as possible:

- a) parents of the perpetrator;
- b) parents of the victim, if applicable;
- c) Payukotayno James & Hudson Bay Family Services, if appropriate; and
- d) the supervisory officer.

4.3 When the parents of the perpetrator or victim cannot be notified or cannot be available, another adult chosen by the student should be contacted.

4.4 However, a call to the police shall not be delayed because of the unavailability of parents or another adult. Parents must be informed as soon as possible that a referral has been made.

4.5 A student under the age of eighteen (18) must be informed by the principal/police of the right to have an adult present during a police interview.

5. School Discipline

5.1 The principal will make his or her own determination as to the school consequences to be applied for students involved in a reportable violent incident. Such consequences will be noted in the student's Ontario Student Record (OSR), attached to the Violent Incident Form.

5.2 The principal will study the possible causes of the incident and attempt to ensure that the school environment is suitably adjusted to prevent recurrence of the violent incident.

6. Removal of Documentation from the OSR

6.1 The information relating to suspension for violent behaviour shall not be removed from the Ontario Student Record (OSR) unless three (3) consecutive years have passed during which no further suspension for serious violent incidents has taken place.

6.2 The information relating to expulsion shall be removed five (5) years after the date on which the school board expelled the student.

6.3 Where an expelled student has been readmitted to school following completion of a program for expelled students, and is expelled again, the information relating to the expulsion shall not be removed from the OSR until five (5) consecutive years have passed without any further expulsion.

6.4 Where the student has not been suspended or expelled, the Violent Incident Form shall be removed after three (3) years, if no further serious violent incident is reported to the police during that time.

6.5 The information about discipline may be removed from the student's OSR through a successful appeal initiated by the parents.

6.6 The information can also be removed by the principal, if after a police investigation, the allegation is deemed invalid.

7. Violent Incidents Involving Visitors

7.1 The school will post at each entrance to the building, and each entrance to the school grounds, signs indicating that all visitors are required to report to the office upon entering the school.

7.2 If a visitor to the school becomes involved in a violent incident, the principal shall be informed immediately. The principal shall contact the police and charges may be laid upon completion of the investigation.

8. Responsibilities of the Principal

When dealing with violent incidents, the principal shall consider the following factors:

- a) the type of incident;
- b) all the facts, circumstances, and individuals involved;
- c) the degree of harm caused to the victim/staff and/or school community;
- d) the age of the individual(s) involved;
- e) the decision regarding when and how to involve parents, the supervisory officer, and external agencies, including the police;
- f) consistency with procedures for recording and reporting violent incidents;
- g) the underlying causes of the violence;
- h) the repeated occurrence of violent incidents;
- i) support to the victim(s), witnesses, and the school community, including the treatment of the victim with support and respect; and

- j) the consequences for the perpetrator (including exclusion from the regular classroom, suspension, expulsion, community service, restitution, as well as participation in rehabilitation programs which may involve other agencies).

9. Reporting Violent Incidents to the Ministry

9.1 Boards are required to report the total number of violent incidents on an annual basis to the Ministry of Education through the Ontario School Information System (OnSIS).

9.2 All violent incidents that occur on school premises during school-run programs must be reported to the ministry, whether the violent incident was committed by a student of the school or whether it was committed by any other person.

REFERENCE DOCUMENTS

Legal:

Education Act, Part XIII Behaviour, Discipline and Safety

Ontario Regulation 474/00 Access to School Premises

Ontario Regulation 472/07 Behaviour, Discipline and Safety of Pupils: Mitigating and Other Factors

Ontario Student Record Guideline

PPM 120 Reporting Violent Incidents to the Ministry of Education, 2011

PPM 128 The Provincial Code of Conduct and School Board Codes of Conduct

PPM 141 School Board Programs for Students on Long-term Suspension

PPM 142 School Board Programs for Expelled Students

PPM 145 Progressive Discipline and Promoting Positive Student Behaviour

Ontario Human Rights Code Youth Criminal Justice Act

Provincial Model for a Local Police/School Board Protocol, 2011

Board:

Board Policy GOV-08 Safe Schools

Board Policy GOV-09 Safe Schools: School Code of Conduct

Board Policy GOV-17 Appeals and Hearings Regarding Student Discipline

Administrative Procedure 376 Progressive Discipline

Administrative Procedure 377 Student Discipline: Bullying

Administrative Procedure 378 Student Discipline: Suspension

Administrative Procedure 379 Student Discipline: Expulsion Police/School Board Protocol

Moosonee Public School Code of Conduct

Form ADMIN 382-01 Violent Incident Form (Appendix)

VIOLENT INCIDENT FORM

APPENDIX

This form is to record information for inclusion in the O.S.R. relating to serious violent incidents.

Moosonee Public School		
Name of Student: _____		
Date of Birth: _____	Grade: _____	Gender: _____

Description of Violent Incident:

Parent Contact:

Police Contact (if reported to police)

Date of Contact:	Date of Police Investigation at the School:	Name of Investigating Officer and Badge Number:
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Child Protection Contact (if reported to Family Services)

Date of Contact:	Date of Investigation:	Name of Intake Worker:
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School Response (check one)

1. Suspension ___ 2. Expulsion ___ 3. Other (specify): _____

(Attach a copy of the letter of suspension or expulsion.)

NOTE: For students twelve years of age and older, the following categories of serious violent incidents must be reported to the police: possession of weapon; threat of serious physical injury; physical assault causing serious bodily harm; sexual assault; robbery or extortion; hate-related violence; vandalism causing extensive property damage.

Date of Inclusion in the OSR

Signature of Principal/ Designate