



Zoo School Policy



**Subject: SAFE AND ACCEPTING
SCHOOLS POLICY**

2019-04-23

Zoo School is committed to providing an open, inclusive, and accepting learning environment where all students, staff, and parents, and the community – feel welcome, safe and respected. Zoo School recognizes that a positive climate for learning is essential for student well-being and achievement.

To foster and maintain an open, inclusive, and accepting environment for students to succeed, Zoo School adheres to the information presented in the Ministry of Education's Safe and Accepting Schools Policies, and focuses on:

- promoting positive student behaviour
- providing early and ongoing intervention
- preventing inappropriate behaviour
- addressing inappropriate behaviour with appropriate consequences.

Below is a summary of the policies and procedures specific to the operation of Toronto Zoo School.

Policy/Program Memorandum 9: Reporting of Children in Need of Protection

If any member of Zoo School staff suspect a student is in need of protection they should share their concerns with one of the Zoo School principals, and a report will be made to the Children's Aid Society, by the member of staff making the initial report.

A report must be made if there are reasonable grounds to believe one of the following is occurring by the person responsible for the child; physical harm, lack of supervision, neglect in caring for, sexual abuse or sexual exploitation, the child requires treatment which is not being provided, emotional harm has occurred causing anxiety, depression, or self-destructive behaviour, or there is a risk that the child is likely to suffer emotional harm.

Duty to report is ongoing

Subsection 125(2) of the Child, Youth and Family Services Act states that the duty to report is an ongoing obligation. If a person has made a report about a child to a children's aid society and has additional reasonable grounds to suspect that the child is

or may be in need of protection, that person must make a further report to the children's aid society.

Report(s) must be made directly to a children's aid society

Subsection 125(3) of the Child, Youth and Family Services Act requires every person who has reasonable grounds to suspect that a child is or may be in need of protection to make a report directly to a children's aid society and not rely on anyone else to report on their behalf.

Duty to report does not apply to older children

Subsection 125(4) of the Child, Youth and Family Services Act clarifies that, if the child is 16 or 17 years old, there is no duty to make a report, but a person may make a report concerning older children if either a circumstance or condition described in paragraphs 1 to 11 of subsection 125(1) or a prescribed circumstance or condition exists.

Zoo School Principals shall ensure that:

All staff members are aware of, and understand, the relevant sections of the Child, Youth and Family Services Act, particularly the requirement to report suspected cases of children in need of protection.

Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education

Zoo School is 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). *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. For the purposes of this memorandum, the term *violent incident* is defined as the occurrence of any one of the following *or* the occurrence of a combination of any of the following:

- possessing a weapon, including possessing a firearm
- physical assault causing bodily harm requiring medical attention
- sexual assault
- robbery
- using a weapon to cause or to threaten bodily harm to another person
- extortion
- hate and/or bias-motivated occurrences

Zoo School must follow the direction in *Provincial Model for a Local Police/School Board Protocol, 2011* regarding notification of the police if any of the above violent incidents occurs.

In circumstances where Zoo School employees have reason to believe that a student may be in need of protection, they are required to call a children's aid society, in accordance with the requirements of the Child, Youth and Family Services Act.

Ongoing Monitoring

Zoo School is also required to collect and analyse data on the nature of violent incidents to support the development of policies and to inform school improvement plans.

Policy/Program Memorandum 123: Safe Arrivals

Parents, guardians, and caregivers are responsible for communicating planned student absences or lateness to Zoo School staff on a timely basis. If a student is going to be late/absent for any reason, or needs to leave early, the Zoo School office must be notified. If a student is late by 15 minutes or more and the Zoo School office has not been notified then a phone call or email will be made to the parent/guardian.

In addition, parents, guardians, and caregivers are responsible for providing Zoo School with complete and current emergency contact information to enable us to make any necessary follow-up contacts.

Policy/Program Memorandum 128: The Provincial Code of Conduct and the School Board Codes of Conduct

This code of conduct has been created to reflect Bill 13, the Accepting Schools Act, to promote a safe, inclusive, and accepting school climate.

Standards of Behavior

Respect, Civility, and Responsible Citizenship

All members of the Toronto Zoo School community whether in person or online must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;

- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

Safety

All members of the school community whether in person or online must NOT:

- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes) and illegal drugs;
- provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes);
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the Zoo.

Roles and Responsibilities

Principals

Zoo School principals shall provide a leadership role in the daily delivery of the Zoo School course by:

- demonstrating care for the school community and a commitment to student achievement and well-being in a safe, inclusive, and accepting learning environment;
- holding everyone under their authority accountable for their own behaviour and actions;
- empowering students to be positive leaders in Zoo School and their community;
- communicating regularly and meaningfully with all members of the Zoo School community.

Teachers and Other Zoo School staff

Under the leadership of the Zoo School principals, teachers and other Zoo School staff shall maintain a positive learning environment, whether in person or online, and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models they shall:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents (as appropriate);
- maintain consistent standards of behaviour for all students;
- demonstrate respect for one another, all students, staff, parents, volunteers, and other members of the Zoo community;
- prepare students for the full responsibilities of citizenship.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student, whether in person or online:

- comes to school or logs in (online courses) and is prepared, on time, and ready to learn;
- shows respect for themselves, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules of Zoo School and takes responsibility for his or her own actions.

Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfil their role when they:

- show an active interest in their child's school work and progress;
- ensure that their child attends Zoo School or logs in online regularly and on time;
- promptly report to the school their child's absence or late arrival;
- encourage and assist their child in following the rules of behaviour assist Zoo School staff in dealing with disciplinary issues involving their child.

Policy/Program Memorandum 141: School Board Programs for Students on Long-Term Suspensions

As Zoo School operates as a single course I, and students are only with us for a short duration of one of their timetabled courses will not provide any programs for students who may be on long term suspensions.

Policy/Program Memorandum 142: School Board Programs for Expelled Students

As Zoo School operates as a single course , and students are only with us for a short duration of one of their timetabled courses we will not provide any programs for expelled students.

Policy/Program Memorandum 144: Bullying Prevention and Intervention

Zoo School recognizes the following:

- Bullying adversely affects a student's well-being and ability to learn.
- Bullying adversely affects the school climate, including healthy relationships.
- Bullying will not be accepted on Toronto Zoo School property, within the online virtual learning environment at school-related activities, or in any other circumstances (e.g. online social media, etc.) where engaging in bullying will have a negative impact on the school climate.

Under the Education Act, principals must suspend a student for bullying and consider referring that student for expulsion if (1) the student has previously been suspended for bullying, and (2) the student's continuing presence in the school creates, in the principal's opinion, an unacceptable risk to the safety of another person. When both of these conditions are met, the principal must suspend the student and consider referring the student for an expulsion hearing.

Principals must also suspend a student, and consider referring that student for expulsion, for any incident under subsection 306(1) of the Education Act, including bullying, that is motivated by bias, prejudice, or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor (e.g., socio-economic status, appearance).

Definition of bullying (must use the following definition of bullying, given in subsection 1 (1) of the Education Act);

“bullying” means aggressive and typically repeated behaviour by a pupil where,
(a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,

- (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - (ii) creating a negative environment at a school for another individual, and
- (b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education;

Bullying

(1.0.0.1) For the purposes of the definition of "bullying" in subsection (1), behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyber-bullying

(1.0.0.2) For the purposes of the definition of "bullying" in subsection (1), bullying includes bullying by electronic means (commonly known as cyber-bullying), including,

- (a) creating a web page or a blog in which the creator assumes the identity of another person;
- (b) impersonating another person as the author of content or messages posted on the internet; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals

The provincial Code of Conduct sets clear provincial standards of behaviour. Teaching strategies will highlight equity and inclusive education principles throughout the curriculum in daily classroom instruction and school activities.

Programs, Interventions, and Other Supports

Students who have been bullied, students who have witnessed incidents of bullying, and students who have engaged in bullying during their time at Zoo School may speak to the Zoo nurse as a means of support/guidance. They are also encouraged to seek assistance at their home school.

All Toronto Zoo School staff must take seriously all allegations of bullying behaviour and act in a timely, sensitive, and supportive manner when responding to students who disclose or report bullying incidents.

On the first day of Zoo School students will be informed of the zero tolerance approach to bullying. They will be informed of where to find this policy and will be told who they can report any incidents of bullying to.

Incidents of bullying can be reported to:

Zoo School teacher

Zoo School teaching assistant

Zoo School principal

Learning & Engagement Coordinator

Nurse

The Zoo School teacher and principals must be made aware of the situation and then the following steps must be taken;

- The individual who has been the victim of bullying should be spoken to in a private setting, away from the rest of the class, and their version of events should be documented, also involving Safety and Security staff as appropriate. The individual should be offered the opportunity to speak to the nurse if they wish to do so.
- The person being accused of the bullying should be spoken to in a private setting, away from the rest of the class, and their version of events should be documented, also involving Safety and Security staff as appropriate.
- Appropriate notifications are made following the guidelines below.

Notifying Parents

Section 300.3 of the Education Act specifies when principals are required to notify the parents of students who have been harmed as the result of a serious student incident. Principals shall disclose the following information:

- the nature of the activity that resulted in harm to the student
- the nature of the harm to the student
- 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

This section of the act also specifies that principals are required to notify the parents of students who have engaged in serious student incidents. Principals shall disclose the following information:

- 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 their engagement in the activity

When notifying parents of these incidents, the principal must invite parents to have a discussion with them about the supports that will be provided for their child.

Under subsection 300.3(3) of the Education Act, a principal shall not notify a parent of a student if, in the opinion of the principal, doing so would put the student at risk of harm

from a parent of the student, such that notification is not in the student's best interest. Under subsection 301(5.5) of the Education Act, when principals have decided not to notify the parents that their child was involved in a serious student incident, as described above, they must, in accordance with Ontario Regulation 472/07, document the rationale for this decision and notify both the teacher who reported the incident and the appropriate supervisory officer of this decision. In addition, principals should refer the student to board resources at their regular school or to a community-based service provider that can provide the appropriate type of confidential support when the student's parents are not called (e.g., counselling; a sexual assault centre; Kids Help Phone; Lesbian, Gay, Bi, Trans (LGBT) Youth Line).

Reporting to the Principal

The purpose of reporting serious student incidents is to ensure that the principal is aware of any activities taking place in the school for which suspension or expulsion must be considered and to help ensure a positive school climate.

Section 300.2 of Part XIII of the Education Act states that an employee of Zoo School who becomes aware that a student may have engaged in a serious student incident 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, in any case, must report it to the principal no later than the end of the school day. In cases where an immediate action is required, an oral 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, including those made orally, must be confirmed in writing, using the "Safe Schools Incident Reporting Form – Part I", where the principal is the sole witness to an incident, the principal is similarly required to use the reporting form to confirm in writing what they witnessed. Each report should be assigned a number for filing and retrieval purposes.

The principal must investigate all reports submitted by Zoo School staff, as outlined in subsection 300.2(3) of the Education Act. Once the investigation is complete, the principal must communicate the results of the investigation to the teacher who made the report. Communication between the principal and school staff about the investigation and the results of the investigation is a shared responsibility, and is an important factor in meeting student needs and fostering collaboration in the school.

The principal must not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation, in accordance with subsection 300.2(5) of the Education Act. This information must be provided in a timely manner so that school staff can work with the principal to best meet the needs of students, support a positive school climate, and help prevent future inappropriate behaviour from taking place.

In all cases, the principal must provide the employee who reported the incident with written acknowledgement, using the “Safe Schools Incident Reporting Form – Part II”, and must specify whether the investigation has been completed or is still in progress. If no further action is taken by the principal, the principal is not required to retain the report. Information that could identify the student(s) involved must not be part of the acknowledgement.

As the Ontario Student Record (OSR) is kept at the student’s home school and not at Zoo School, if any of the below apply the Zoo School principal will inform the principal at the student’s regular school.

If the principal has decided that action must be taken as a result of an incident of bullying, the principal must file a copy of the reporting form with documentation indicating the action taken in the (OSR) of the student whose behaviour was inappropriate. The names of all other students that appear on the form – both students who have engaged in bullying and students who have been harmed – must be removed from the form before it is filed in the student’s OSR.

Where the principal has taken action in the case of more than one student, a copy of the reporting form with documentation indicating the action taken must be filed in the OSR of each student whose behaviour was inappropriate. The names of all other students that appear on the form – both students who have engaged in bullying and students who have been harmed – must be removed from the form before it is filed.

In the case of the student who has been harmed, no information about the incident must be placed in their OSR, unless that student’s parents expressly request that it be placed in the OSR.

In situations where the student who has been bullied has also engaged in a serious student incident, information regarding the incident and the action taken will be placed in the student’s OSR.

The form and documentation must be kept in the OSR for a minimum of one year.

Professional Development Strategies

Each new staff person who is involved in Zoo School will be informed about our policies and procedures with regards to bullying.

Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour

Policy Statement

The goal of this policy is to support a safe, inclusive, and accepting learning and teaching environment in which every student can reach their full potential. All inappropriate student behaviour, including bullying, will be addressed in a consistent manner.

- Responses to behaviours that are contrary to Zoo School's Code of Conduct must be developmentally appropriate.
- Progressive discipline is an approach that makes use of a continuum of prevention programs, interventions, supports, and consequences, building upon strategies that build skills for healthy relationships and promote positive behaviours.
- Information in the student's Individual Education Plan (IEP) must be considered in the determination of interventions, supports, and consequences for students with special education needs.
- Zoo School will consider all mitigating and other factors, as required by the Education Act and as set out in Ontario Regulation 472/07.

When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Zoo School will utilize a range of interventions including ongoing communication with parents, verbal reminders, and review of expectations. In considering the most appropriate response to address inappropriate behaviour, the following should be taken into consideration:

- the particular student and circumstances
- the nature and severity of the behaviour
- the impact on the school climate, including the impact on students or other individuals in the school community

Under the Education Act, principals must suspend a student for bullying and consider referring that student for expulsion if (1) the student has previously been suspended for bullying, and (2) the student's continuing presence in the school creates, in the principal's opinion, an unacceptable risk to the safety of another person. When both of these conditions are met, the principal must suspend the student and consider referring the student for an expulsion hearing. Principals must also suspend a student, and consider referring that student for expulsion, for any incident under subsection 306(1) of the Education Act, including bullying, that is motivated by bias, prejudice, or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical

disability, sexual orientation, gender identity, gender expression, or any other similar factor (e.g. socio-economic status, appearance).

In Part X of the Education Act, clause 265(1)(m) permits a principal to “refuse to admit” to the school or to a class someone whose presence in the school would be “detrimental to the physical or mental well-being of the pupils”. This provision is frequently referred to as the “exclusion provision”. Exclusion is not to be used as a form of discipline. If a principal does decide that it is necessary to exclude a student from the school, the principal is expected to notify the student’s parents of the exclusion as soon as possible in the circumstances, and to inform them of their right to appeal under clause 265(1)(m).

Prevention and Awareness Raising

All Zoo personnel are trained on harassment and civility in the workplace, and policies are in place to deal with staff to staff issues. With regards to students, Zoo School students will be made aware of Zoo School’s Code of Conduct and bullying policy.

Responding to Incidents

An employee can respond to an incident if, in the employee’s opinion, it is safe to respond to do so, in accordance with subsection 300.4 of Part XIII of the Education Act and Ontario Regulation 472/07. Such inappropriate behaviour may involve bullying, swearing, homophobic or racial slurs, sexist comments or jokes, graffiti, or vandalism.

Responding to incidents may include asking a student to stop the inappropriate behaviour; naming the type of behaviour and explaining why it is inappropriate and/or disrespectful; and asking the student to correct the behaviour (e.g., to apologize for a hurtful comment and/or to rephrase a comment). By responding in this way, Zoo School employees immediately address inappropriate student behaviour that may have a negative impact on the school climate. When Zoo School employees are aware that an incident involves a student with special education needs, they are expected to respond in a way that takes into account information in the student’s Individual Education Plan.

Ontario Regulation 472/07 specifies that Zoo School employees are not required to respond to incidents when, in their opinion, responding would cause immediate physical harm to themselves or to a student or another person. However, serious student incidents must be appropriately documented and reported to the principal, and Safety and Security staff, in writing. For other incidents, where suspension or expulsion would not be considered but Zoo School employees feel it is not safe to respond, they will be expected to inform the principal orally as soon as possible.

Disclosure of Students' Personal Information

As Zoo School does not maintain the student's OSR, no information on the OSR will be shared with Zoo School staff.

Prior to disclosure of any personal information, the principal must inform staff that they must treat any information disclosed about a student or incident as confidential.

Supports for Students

If any Zoo School student is affected by a serious incident Zoo School will contact their home school and notify them of the incident. Supports should be provided by the student's home school, through board programs and resource personnel, or through community-based service providers, including social service agencies and mental health services.

In responding to any incident, Zoo School employees who work directly with students must act in a timely, sensitive, and supportive manner. They are expected to support students – including those who disclose or report incidents and those who wish to discuss issues of healthy relationships, gender identity, and sexuality – by providing them with contact information about professional supports (e.g., public health units, community-based service providers, help phone lines).

Notifying Parents

Section 300.3 of the Education Act specifies when principals are required to notify the parents of students who have been harmed as the result of a serious student incident. Principals shall disclose the following information:

- the nature of the activity that resulted in harm to the student
- the nature of the harm to the student
- 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

When notifying parents of these incidents, the principal must invite parents to have a discussion with them about the supports that will be provided for their child.

Under subsection 300.3(3) of the Education Act, a principal shall not notify a parent of a student if, in the opinion of the principal, doing so would put the student at risk of harm from a parent of the student, such that notification is not in the student's best interest. Under subsection 301(5.5) of the Education Act, when principals have decided not to notify the parents that their child was involved in a serious student incident, as described above, they must, in accordance with Ontario Regulation 472/07, document

the rationale for this decision and notify both the teacher who reported the incident and the appropriate supervisory officer of this decision. In addition, principals should refer students to board resources at their home school or to a community-based service provider that can provide the appropriate type of confidential support when the students' parents are not called (e.g., counselling; a sexual assault centre; Kids Help Phone; Lesbian, Gay, Bi, Trans (LGBT) Youth Line).

In circumstances where board employees have reason to believe that a student may be in need of protection, Zoo School employees must call a children's aid society according to the requirements of the Child, Youth and Family Services Act, 2017.

School Transfers Related to School Safety

As Zoo School operates as a summer school, and students are only with us for a short duration of one of their timetabled courses, we will not be involved in the transfer of students.

Reporting to the Principal

The purpose of reporting serious student incidents is to ensure that the principal is aware of any activities taking place in the school for which suspension or expulsion must be considered and to help ensure a positive school climate.

Section 300.2 of Part XIII of the Education Act states that an employee of Zoo School who becomes aware that a student may have engaged in a serious student incident 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, in any case, must report it to the principal no later than the end of the school day.

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

All employee reports, including those made to the principal orally, must be confirmed in writing, using the "Safe Schools Incident Reporting Form – Part I. Where the principal is the sole witness to an incident, the principal is similarly required to use the reporting form to confirm in writing what they witnessed. Each report should be assigned a number for filing and retrieval purposes.

The principal must investigate all reports submitted, as outlined in subsection 300.2(3) of the Education Act. Once the investigation is complete, the principal must communicate the results of the investigation to the teacher who made the report. The principal must not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation, in accordance with subsection 300.2(5) of the Education Act. This information must be provided in a timely manner so that school staff can work with the principal to best meet the needs of

students, support a positive school climate, and help prevent future inappropriate behaviour from taking place.

In all cases, the principal must provide the employee who reported the incident with written acknowledgement, using the “Safe Schools Incident Reporting Form – Part II”, which appears in Appendix 2 to this memorandum, and must specify whether the investigation has been completed or is still in progress. If no further action is taken by the principal, the principal is not required to retain the report. Information that could identify the student(s) involved must not be part of the acknowledgement.

If the principal has decided that action must be taken as a result of a serious student incident, they will contact the student’s home school, where the principal there will add the incident to the student’s OSR.

In the case of the student who has been harmed, no information about the incident must be placed in the OSR, unless that student’s parents expressly request that it be placed in the OSR. IN this situation, the student’s home school will be informed and they are to record the incident on the student’s OSR. In situations where the student who has been harmed has also engaged in a serious student incident, information regarding the incident and the action taken will be placed in the student’s OSR.

Building Partnerships

Any Zoo School student requiring additional support/assistance from external organizations/partners would be directed to seek these through their home school.

Implementation Strategy

All policies mentioned above will be implemented in a fair and consistent manner for all students attending a Zoo School session. Any student who requires a series of resources for addressing any issues must do so at their home school, due to the short nature of the Zoo School course. If any issues arise that require attention the Zoo School principal will inform the principal at the student’s home school.

Communications Strategy

Prior to the beginning of Zoo School all Zoo School staff will be made aware of and shall abide by the Safe and Accepting Schools Policy. Zoo School students will be informed on the first day of Zoo School of key components within this policy and where they may find a copy for further reference. This policy will also be posted on the website for parents to access.

Monitoring and Review

On an ongoing basis, Zoo School will review and update the Safe and Accepting Schools policy and others as appropriate.

Professional Development Strategies for Administrators, Teachers, and Other School Staff

All Zoo personnel are trained on harassment and civility/bullying in the workplace, and policies are in place to deal with staff to staff issues. In addition, as training sessions become available through the Ministry of Education or other providers, Zoo School staff will attend as appropriate.

Delegation of Authority Regarding Discipline

Whenever possible, Toronto Zoo School will ensure that at least one of the Zoo School principals is present on the Zoo site at all times during Zoo School hours.

In the event of a serious incident/disciplinary matter involving a Zoo School student(s) where neither principal is available on the Zoo site, every effort will be made to contact them. In addition, the Zoo School teacher must report any concerns/incidents at the earliest opportunity (at least by end of day) to the Supervisor/Manager designate for the area, and involve Safety and Security as appropriate, who, in the event of a serious incident, will attend the scene and launch an investigation to gather statements/details from all individuals involved.

The principal may, at their discretion, delegate in writing authority to the Zoo School teacher, who in consultation with the Supervisor/Manager designate for the area, shall initially handle any situation that involves activities impacting the safety of other students/staff, and which may be considered for suspension or expulsion from Zoo School. This includes:

- authority to consider and implement progressive discipline measures following the investigation of an incident.
- limited authority to contact the parents of a student who has been harmed as the result of a serious student incident, and the parents of the student who has engaged in the activity. The information provided to the parents by the Zoo School teacher must be limited to the nature of the harm to the student, and the nature of the activity that resulted in the harm. If the teacher is unsure whether or not to contact the parents and what to communicate, the teacher should consult with the Supervisor/Manager designate for the area.

It should be noted that delegation of principal authority does not include:

- authority regarding suspension decisions or recommendations regarding

- expulsion of students.
- authority to discuss the nature of any discipline measures taken in response to the activity.

The teacher must report any activities that may be considered for suspension or expulsion that are received from staff or others during the principal's absence, and all details of the initial investigation to the principal as soon as possible upon their return.

Consideration for Student Suspension

As per section 306 of the Education Act, the principal ***shall consider whether to suspend*** a pupil if he/she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol, illegal drugs or, unless the pupil is a medical cannabis user, cannabis.
3. Being under the influence of alcohol or, unless the pupil is a medical cannabis user, cannabis.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
6. Bullying.
7. Any other activity that is an activity for which a principal may suspend a pupil under a policy of the Toronto Zoo.

In considering whether to suspend a pupil for engaging in any of the above activities, a principal shall take into account any mitigating or other factors prescribed by the regulations.

Suspension, Investigation, and Possible Expulsion

As per section 310 of the Education Act, the principal ***shall suspend*** a pupil if he/she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons or in illegal drugs.
6. Committing robbery.

7. Giving alcohol or cannabis to a minor.
 - 7.1 Bullying, if,
 - I. the pupil has previously been suspended for engaging in bullying, and
 - II. the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.
 - 7.2 Any activity listed in subsection 306 (1) that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
8. Any other activity that, under a policy of the Toronto Zoo, is an activity for which a principal must suspend a pupil and, therefore in accordance with this, conduct an investigation to determine whether to recommend to the home school and/or board that the pupil be expelled.

**Ontario Regulation 472/07, "Behaviour, Discipline and Safety of Pupils"
(formerly "Suspension and Expulsion of Pupils")**

Relevant excerpts from Ontario Regulation 472/07, made under the Education Act, are provided below for ease of reference.

Mitigating factors

2. For the purposes of subsections 306 (2), 306 (4), 310 (3), 311.1 (4) and clauses 311.3 (7) (b) and 311.4 (2) (b) of the Act, the following mitigating factors shall be taken into account:

1. The pupil does not have the ability to control his or her behaviour.
2. The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
3. The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person.

Other factors

3. For the purposes of subsections 306 (2), 306 (4), 310 (3), 311.1 (4) and clauses 311.3 (7) (b) and 311.4 (2) (b) of the Act, the following other factors shall be taken into account if they would mitigate the seriousness of the activity for which the pupil may be or is being suspended or expelled:

1. The pupil's history.
2. Whether a progressive discipline approach has been used with the pupil.
3. Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.
4. How the suspension or expulsion would affect the pupil's ongoing education.
5. The age of the pupil.
6. . In the case of a pupil for whom an individual education plan has been developed,
 - I. whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan,

- II. whether appropriate individualized accommodation has been provided, and
- III. whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

Provincial Model for a Local Police/School Board Protocol

The Toronto Zoo has a dedicated Safety & Security branch who circulate and monitor the site on a regular basis. Any incidents on site (whether requiring police involvement or not) are reported through the Control Centre who will dispatch assistance as needed, and ensure the appropriate incident forms completed, etc. Toronto Zoo also has a partnership with our local 42 Division of the Toronto Police Services and sits as a community member on their Community Liaison Police Committee (CLPC).

REFERENCE DOCUMENTS

This policy was created using the following Ministry of Education Policies;

- Policy/Program Memorandum 9: Reporting of Children in Need of Protection
- Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education
- Policy/Program Memorandum 123: Safe Arrivals
- Policy/Program Memorandum 128: The Provincial Code of Conduct and the School Board Codes of Conduct
- Policy/Program Memorandum 141: School Board Programs for Students on Long-Term Suspensions
- Policy/Program Memorandum 142: School Board Programs for Expelled Students
- Policy/Program Memorandum 144: Bullying Prevention and Intervention
- Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour
- Provincial Model for a Local Police/School Board Protocol

INCIDENT REPORTING FORMS



APPENDIX 2: SAFE SCHOOLS INCIDENT REPORTING FORMS

Report No: _____	CONFIDENTIAL SAFE SCHOOLS INCIDENT REPORTING FORM – PART I
Name of School _____	
1. Name of Student(s) Involved (If known) _____	
2. Location of Incident (check one)	<input type="checkbox"/> At a location in the school or on school property (please specify) _____ <input type="checkbox"/> At a school-related activity (please specify) _____ <input type="checkbox"/> On a school bus (please specify route number) _____ <input type="checkbox"/> Other (please specify) _____
3. Time of Incident	Date: _____ Time: _____
4. Type of Incident (check all that apply)	<p>Activities for which suspension must be considered under subsection 306(1) of the Education Act</p> <input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person <input type="checkbox"/> Possessing alcohol or illegal drugs <input type="checkbox"/> Being under the influence of alcohol <input type="checkbox"/> Swearing at a teacher or at another person in a position of authority <input type="checkbox"/> Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school <input type="checkbox"/> Bullying <input type="checkbox"/> Any other activity for which a student may be suspended under board policy <i>[Note: Boards must specify on this form any other activities for which the principal may suspend according to board policy.]</i> <p>Activities for which expulsion must be considered under subsection 310(1) of the Education Act</p> <input type="checkbox"/> Possessing a weapon, including possessing a firearm <input type="checkbox"/> Using a weapon to cause or to threaten bodily harm to another person <input type="checkbox"/> Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner <input type="checkbox"/> Committing sexual assault <input type="checkbox"/> Trafficking in weapons or in illegal drugs <input type="checkbox"/> Committing robbery <input type="checkbox"/> Bullying (if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person) <input type="checkbox"/> Any activity listed in subsection 306(1) that is motivated by bias, prejudice, or hate <input type="checkbox"/> Giving alcohol to a minor <input type="checkbox"/> Any other activity for which a student may be expelled under board policy <i>[Note: Boards must specify on this form any other activities for which the board may expel according to board policy.]</i>
5. Report Submitted By: Name: _____ Role in School Community: _____ Signature: _____ Date: _____ Contact Information: Location _____ Telephone: _____	
6. FOR PRINCIPAL'S USE ONLY: Check if incident was a violent incident, as defined in Policy/Program Memorandum No. 120. <input type="checkbox"/> Violent incident Information is collected is 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 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 s 300.2 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 Education 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.