



ADMINISTRATIVE PROCEDURE

1. Purpose

In keeping with the Catholic School Board of Eastern Ontario's commitment to provide a safe environment in its schools, behaviour which jeopardizes the emotional well-being or physical safety of staff shall not be tolerated. The Board recognizes that staff, in the performance of duties during regular school hours and during co-curricular events, is committed to playing an active role in maintaining and promoting a safe and orderly environment. Therefore, it is the goal of the Board to support staff in carrying out those duties safely.

2. Administrative Procedures

In cases of intimidation, harassment, threat, assault, vandalism, theft, threat of use or use of weapons directed toward staff, the principal will:

- 1) inform the student of the behaviour that is in violation of the policy;
- 2) inform the parent/guardian of the violation of the policy;
- 3) inform the police, if appropriate;
- 4) consider a referral of the student to the school chaplain, counselor, student support worker or recommend that the parent seek professional assistance from an external agency;
- 5) suspend the student for a period of one to twenty days;
- 6) consider an alternative learning placement or program for the student;
- 7) consider the removal of the student from the class of any teacher whom the behaviour that is in violation of the policy has been directed;
- 8) complete and file a Violent Incident Form and a Health and Safety Incident Report, if appropriate;
- 9) consider making a recommendation to the school board that the student be expelled, if application, and in accordance with board policy;
- 10) refer the victim to an appropriate agency to help the victim overcome any trauma associated with the incident, and encourage the victim to notify the appropriate federation or union representative.