



1. Purpose

The Catholic District School Board of Eastern Ontario believes that in order for students to be best supported, parents/guardians need to be informed when their child is the target of a serious student incident at school.

Section 300.3 of the Education Act requires principals to inform parents/guardians of students who have been harmed as a result of any incident for which suspension or expulsion must be considered. This procedure stipulates the course of action to inform parents, which must be followed by a principal or by a person who has been delegated the authority of a principal (see Administrative Procedure B2:14 Delegation of Authority).

2. Procedure

- 2.1 A principal shall not notify a parent or guardian of a student who is 18 years or older, or is 16 or 17 years old and has withdrawn from parental control. This does not prohibit the principals from contacting parents/guardians if the student gives consent.
- 2.2 Under Section 300.3(3) of the Education Act, the principal is not permitted to inform the parents of a victim when, in the principal's opinion, doing so would put the victim at risk of harm from the parent. For example: *During an investigation of an incident of homophobic bullying, a student discloses to the principal that he is gay, and that he has not shared/is not ready to share this information about his sexual orientation with his parents. He says that if his parents are told, they will force him to leave home. He says he would rather commit suicide than face his parents on this issue.* Principals should refer students to board resources or to a community-based service provider that can provide the appropriate type of confidential support when the student's parents are not called.
- 2.3 If the principal makes the decision not to notify the parent/guardian of a victim, the principal must:
 - a) document the rationale for the decision not to notify the parent or guardian of the pupil;
 - b) inform the appropriate supervisory officer of this decision;
 - c) if a teacher or other staff member reported the harm to the principal, inform the teacher of the decision; *and*
- 2.4 if they determine it is appropriate to do so, inform other Board employees of the decision not to notify a parent or guardian of the pupil.



- 2.5** When notifying the parent/guardian of a victim, section 300.3(4) of the Education Act requires a principal to disclose the following:
- the nature of the incident 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 discipline in response to the incident;
 - the supports that will be provided for the student in response to the harm that resulted from the activity.
- 2.6** Principals must not share the name of the aggressor or any other identifying or personal information with the parents of the victim beyond what is listed above. *For example: A principal may share that the aggressor received a suspension or that the aggressor's parents have been called, but may not share information regarding a referral to counseling or any other personal information.*
- 2.7** Principals are also required to notify the parents of the students who have engaged in serious incidents. 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
- 2.8** If a staff member has any reasonable grounds to suspect that a student, who is under the age of 16, is or may be in need of protection from the person having charge of him or her, the staff person must report this directly to a Children's Aid Society (and not rely on anyone else to report on his or her behalf).
- 2.9** For matters that may require police involvement, please refer to Administrative Procedure B2:12 Police Involvement.