

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
--

ADMINISTRATIVE PROCEDURE STUDENTS: NO. 385	
Effective	August 21, 2019
Last Revised	August 15, 2023

VIOLENCE-FREE SCHOOL

PURPOSE

The administrators and staff of James Bay Lowlands Secondary School Board are dedicated to maintaining a safe learning and working environment in Northern Lights Secondary School.

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

DEFINITION

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

PROCEDURES

1. Board Expectations

- 1.1. James Bay Lowlands Secondary School Board promotes the concept of a violence-free school by making the following commitments:
- 1.2. The Board is committed to the involvement of the home, school, and community in the development and implementation of violence prevention for Northern Lights Secondary School.
- 1.3. The Board is committed to developing and maintaining a safe, welcoming, violence-free school environment that provides a sense of responsibility, empowerment, and ownership.
- 1.4. The administrators and staff are committed to ensuring that violence prevention is incorporated into all aspects of the curriculum, as well as ensuring that all staff members acquire the knowledge, skills, and values necessary to develop and maintain a violence-free school environment.
- 1.5. 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.

- 1.6. The Board will ensure that the school has a Code of Conduct and provides clear expectations with regard to acceptable and non-acceptable behaviour for all members of the school community.
- 1.7. The administrators and staff are committed to establishing procedures for recording, reporting, and dealing with violent incidents
- 1.8. The Board, with the assistance of the community, is committed to developing short and long-term strategies to follow up on violent occurrences.

2. Entitlement to a Safe Environment

- 2.1. Ontario's teachers, educational professionals, staff, and students are entitled to a safe working and learning environment. This means that the workplace should be free from violence. Violent outbursts in a classroom or in other school board workplaces affect not only the staff and students directly involved, they also affect those who witness such violence.
- 2.2. The Ministry of Labour has developed a resource guide to help school boards understand their responsibilities and duties in complying with the *Occupational Health and Safety Act* in the context of schools and the legal and policy environment. The guide is entitled, *Workplace Violence in School Boards: A Guide to the Law*.
- 2.3. The resource from the Ministry of Labour provides details about developing a student safety plan for a student whose behaviour is known to pose an ongoing risk to themselves, other students, workers, or anyone in the environment.
- 2.4. Further references to this document and to procedures for the student safety plan and communicating risks to all those working and learning in the school are set out in Administrative Procedure 386 Student Assault on Staff and Volunteers.

3. Procedures for a Violent Incident

- 3.1. In the event that a violent incident occurs in the school or at an off-site school-authorized function, staff members of the Board shall comply with Administrative Procedure 386 Student Assault on School Staff/Volunteers.
- 3.2. The staff will also comply with the *Northern Lights Secondary School Procedures for Reporting, Recording, and Dealing with Violent Incidents involving Students, Staff, and Visitors Occurring in School, on School Property, and during Extra-Curricular Activities*.

REFERENCE DOCUMENTS**Legal:**

Education Act, Section 169.1 (1) Board Duties and Powers: Promote the Prevention of Bullying

Education Act, Section 265 Duties of Principal: Maintain Proper Order and Discipline

Education Act, Part XIII Behaviour, Discipline and Safety

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

Occupational Health and Safety Act

Policy/Program Memorandum No. 120 Reporting Violent Incidents to the Ministry of Education, 2011

Policy/Program Memorandum No. 128 The Provincial Code of Conduct and School Board Codes of Conduct

Ontario Human Rights Code

Youth Criminal Justice Act

Board:

Board Policy GOV-20 Safe School Environment

Board Policy GOV-21 Appeals and Hearings Regarding Student Discipline

Board Policy GOV-22 Ontario North East Region Police / School Board Protocol

Board Policy GOV-24 Occupational Health and Safety Committee

Administrative Procedure 379 Progressive Discipline

Administrative Procedure 381 Student Suspension

Administrative Procedure 382 Student Expulsion

Administrative Procedure 386 Student Assault on Staff/Volunteers

Northern Lights Secondary School Procedures for Reporting, Recording, and Dealing with Violent Incidents involving Students, Staff, and Visitors Occurring in School, on School Property, and during Extra-Curricular Activities

Resource:

Ontario Ministry of Labour. Workplace Violence in School Boards: A Guide to the Law