



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: FRESH START

POLICY NO: S.S. 12

Date Approved: March 26, 2008- Board	Date of Next Review: September 2020	Dates of Amendments: September 2016
Cross References: S.S. 01 Suspension and Expulsion Policy S.S. 04 Access to School Premises <i>Education Act Part XIII, Behaviour, Discipline and Safety</i> <i>Regulation 474/00, Education Act</i> <i>Program/Policy Memorandum 145, Progressive Discipline and Promoting Positive Student Behaviour</i> <i>"A Guide to Ontario Legislation Covering the Release of Students' Personal Information" (Privacy Commissioner)</i> <i>Occupational Health and Safety Act</i>		
Appendix: Fresh Start Checklists (Secondary & Elementary)		

Purpose

This Policy affirms the need for students to feel safe at school and to provide successful transitions for those students subject to a Fresh Start. All Fresh Starts will be facilitated with a balanced approach that incorporates fairness and equity. Successful Fresh Start transitions will promote safe and positive learning environments which are essential for student achievement and well-being.

Scope and Responsibility

The policy extends to all students of the TCDSB and assigns specific duties to principals and employees of the board to ensure compliance with the policy and legislation. The Director of Education, the Superintendent of Safe Schools, and school principals are responsible for this policy.



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Alignment with MYSP

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Policy

The TCDSB is committed to ensuring that all schools focus on the building of healthy relationships, a safe, inclusive, and accepting learning environment rooted in the Ontario Catholic Graduate Expectations. A positive school climate is established when all aspects of the Code of Conduct Policy are respected. Successful transitions are predicated on fairness and equity and respect the social, spiritual, emotional and academic needs of all students. Guidelines and procedures are provided to students, parents, guardians and principals to ensure that all processes and outcomes are fair, equitable, and just.

Regulations

Secondary Panel:

1. All Fresh Starts will be coordinated by the principal of **Monsignor Fraser College, St. Martin Campus (formerly the A.P.P.L.E. program)**.
2. All requests for Fresh Starts will be considered for approval by the superintendent **at** of the school the student (initially) attends.
3. The Fresh Start administrator will decide the new location for a student based on the following criteria:
 - a. Proximity to new school and change of home address.
 - b. Fair **and equitable** distribution of fresh start students



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- c. Police or court order and conditions of bail or release
 - d. Presence of student or staff victim or known potential conflict
 - e. Charges dropped or pending
 - f. Previous fresh starts and transfers
 - g. Presence of academic and **support staff**
4. ~~The sending school must send an application with pertinent information to the Fresh Start Administrator within two school days of notification.~~
4. The student and parent must be notified by the sending Principal **must notify the student and parent/guardian (if student is a minor) that a Fresh Start transition move is being arranged.** ~~determined and that~~ **The sending Principal** ~~a Fresh Start Administrator or Superintendent will also inform~~ **contact them with of the** new school information and **the** obligation of social work follow-up as part of the process. **The sending principal will also ensure that the *Fresh Start Acknowledgement Letter and Record of Fresh Start* documents are completed and filed accordingly.**
5. The Receiving School will receive email ~~and fax information~~ from the Fresh Start **Monsignor Fraser College, St. Martin Campus** Administrator with all pertinent information **including but not limited to a Credit Counselling Summary and details related to the reason for transition.**
6. The Receiving School will reply to the ~~Fresh Start~~ **Monsignor Fraser College, St. Martin Campus** Administrator that a timetable will be produced to accommodate the best possible fit.
7. The receiving school principal will contact the student and parents for an intake meeting. **The receiving school principal will ensure that the**



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Ontario Student Record (OSR) is at the receiving school before the intake meeting.

8. At that **the intake** meeting school regulations and expectations will be covered before placing the student in the new school. The mandatory social work follow-up will be initiated at this meeting if a social work referral does not already exist. **Additional supports and resources will be addressed, where applicable.**
9. **Prior to the student starting class, a local school based meeting will be held where teachers and other school staff that will have regular direct contact with the student will be provided with relevant information and appropriate strategies.**
10. **The receiving principal will ensure that the necessary academic, support staff and social work supports, including a *Transition Plan*, are in place, and that there is documentation to support this, including a checklist of critical documentation and steps.**
11. **The receiving principal will ensure that appropriate staff are advised in accordance with the *Occupational Health and Safety Act (OHSA)* requirements. Specifically, the Board recognizes Section 32.0.5(3) of the OHSA which states the employer's "duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if, (a) the worker can be expected to encounter that person in the course of his or her work; and (b) the risk of workplace violence is likely to expose the worker to physical injury."**



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~~9. The Fresh Start tracking form will be completed and signed once the intake meeting has occurred and it is confirmed that the obligations are agreed to by the students and his/her parent. This form will be kept in the students' OSR.~~

12. If a student is Fresh Started more than once or was previously expelled, then the student and the parent(s)/guardian(s) must meet with the area superintendent **and/or Monsignor Fraser College, St. Martin Campus Administrator prior to transitioning to the new school placement.** ~~when they meet at the receiving school and give written agreements on abiding by all obligations of the receiving school and the Fresh Start Policy. Failure to do so will be interpreted as refractory conduct and dealt with accordingly.~~

13. The Fresh Start Administrator will keep central files of all moves covered by this section of the policy.

14. If a student is Fresh Started ~~within 20 school days at~~ **immediately preceding** the end of a semester the sending principal will facilitate credit completion at the home school, negotiate completion with the receiving school or discuss completion of work and exams at another location. **The student will begin attending the new school placement at the** ~~and start the new school at the beginning of a~~ **the** new semester.

Elementary Panel:

1. All Fresh Starts will be coordinated by the Superintendent of the school **currently attended by** the student ~~attends.~~
2. The Superintendent will decide the new location for a student based on the following criteria ~~after consultation with sending school and parents.~~



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- a. Proximity to new school and change of home address.
 - b. Fair **and equitable** distribution of fresh start students
 - c. Police or court order and conditions of bail or release
 - d. Presence of student or staff victim or known potential conflict
 - e. Charges dropped or pending
 - f. Previous fresh starts and transfers
 - g. Presence of academic, CYW, special education and social work program
3. The Superintendent **of the school currently attended by the student** will contact the student and parent(s)/guardian(s) to inform them of the new school information and the obligation of social work follow-up as part of the process. ~~arrange a meeting at the receiving school as well as arrange for mandatory social work follow-up. At this meeting academic and social needs of the student will be shared by the sending school and the social work referral completed.~~ **The Superintendent of the school currently attended by the student will also provide the Safe Schools Officer with details related to the Fresh Start. Safe Schools Officer will inform Monsignor Fraser College, St. Martin Campus Administrator.**
4. **The sending principal will ensure that the *Fresh Start Acknowledgement Letter* and *Record of Fresh Start* documents are completed and filed accordingly.**
5. **The receiving school principal will contact the student and parents for an intake meeting. The receiving school principal will ensure that the Ontario Student Record (OSR) is at the receiving school before the intake meeting.**



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6. At the intake meeting school regulations and expectations will be covered before placing the student in the new school. The mandatory social work follow-up will be initiated at this meeting if a social work referral does not already exist. Additional supports and resources will be addressed, where applicable.
7. Prior to the student starting class, a local school based meeting will be held where teachers and other school staff that will have regular direct contact with the student will be provided with relevant information and appropriate strategies.
8. The receiving principal will ensure that the necessary academic, support staff and social work supports, including a *Transition Plan*, are in place, and that there is documentation to support this, including a checklist of critical documentation and steps.
9. The receiving principal will ensure that appropriate staff are advised in accordance with the *Occupational Health and Safety Act*. Specifically, the Board recognizes Section 32.0.5(3) of the OHSA which states the employer's "duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if, (a) the worker can be expected to encounter that person in the course of his or her work; and (b) the risk of workplace violence is likely to expose the worker to physical injury."
- ~~4. The Fresh Start tracking form will be completed and signed once the intake meeting has occurred and it is confirmed that the obligations are agreed to by the student and his/her parent. The form will be kept in the OSR.~~



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10. The Superintendent with responsibility for Safe Schools will keep files of all moves covered by this section of the policy.

APPENDIX A



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Definitions

Fresh Start

A Fresh Start is generally defined as a non-voluntary or unusual movement of a student to a new school within the school year or at the end of a semester. Fresh Starts can be considered as a response to TCDSB Victims' Rights Policy (S.S.13), court conditions imposed by the Criminal Justice System for an incident for which the student was not expelled, or other special circumstances as approved by the superintendent of the student's school.

Evaluation and Metrics

The effectiveness of the policy will be determined by monitoring the following:
Safe Schools metrics will be shared by staff in the annual Safe Schools Report to Trustees.



Safe Schools Department

Fresh Start/School Expulsion

Checklist of Critical Steps

Secondary

****Refer to Fresh Start/School Expulsion Flowchart for additional information.***

- ☐ Received an e-mail containing relevant student information from Fresh Start Administrator
- ☐ Reviewed the e-mail and all information
- ☐ Requested OSR from sending school

***Receiving school must be in possession of OSR prior to the intake meeting and OSR must be available to be consulted during intake meeting (PPM145)*

- ☐ Reviewed OSR to identify relevant information to support successful student transition
- ☐ Engaged in an exchange of information with Principal (VP) of Sending School
- ☐ Developed a student timetable for student
- ☐ Arranged an in-take meeting at the Receiving School prior to the day or on the day the student is transferred
- ☐ Ensured the academic and social work supports, including a Transition Plan, are in place

***Transition Plan must also include considerations related to extra-curricular activities to ensure that at no time the student will be in contact with previous victim(s), witness(es), or co-accused. Should the student be a member of an extra-curricular team or club, the principal should contact the Safe Schools Department for further direction*

- ☐ **Prior to the student beginning classes**, met or spoke with teaching and non-teaching staff that will have direct and regular contact with the student to review key information from the Intake Meeting and strategies to best support the student.
- ☐ Informed teaching and non-teaching staff that they must treat any information about the student and the incident disclosed at the meeting as confidential.





Safe Schools Department

Fresh Start/School Expulsion

Checklist of Critical Steps

Elementary

****Refer to Fresh Start/School Expulsion Flowchart for additional information.***

- ☐ Received communication from School Superintendent confirming Fresh Start transition
- ☐ Requested OSR from sending school

*****Receiving school must be in possession of OSR prior to the intake meeting and OSR must be available to be consulted during intake meeting (PPM145)***

- ☐ Reviewed OSR to identify relevant information to support successful student transition.
- ☐ Engaged in an exchange of information with Principal (VP) of Sending School
- ☐ Determined classroom placement for student
- ☐ Arranged an in-take meeting at the Receiving School prior to the day or on the day the student is transferred
- ☐ Ensured the academic and social work supports, including a Transition Plan, are in place

*****Transition Plan must also include considerations related to extra-curricular activities to ensure that at no time the student will be in contact with previous victim(s), witness(es), or co-accused. Should the student be a member of an extra-curricular team or club, the principal should contact the Safe Schools Department for further direction***

- ☐ **Prior to the student beginning classes**, met or spoke with teaching and non-teaching staff that will have direct and regular contact with the student to review key information from the Intake Meeting and strategies to best support the student.
- ☐ Informed teaching and non-teaching staff that they must treat any information about the student and the incident disclosed at the meeting as confidential.

