



## **Bill 157 – Occasional Teacher - Reporting and Responding Guidelines**

Effective February 1<sup>st</sup> 2010, **Bill 157 (Keeping our Kids Safe at Schools)** came into effect. As a result of this new legislation all employees of the Ottawa Catholic School Board must report to the school principal all serious student incidents that could lead to a possible suspension or expulsion.

All school staff including occasional teachers play a critical role in building and sustaining a positive school environment.

**Occasional teachers** who become aware that a student may have engaged in an activity for which a suspension or expulsion must be considered, must report the matter in writing to the principal as soon as reasonably possible, but in any case no later than the end of the school day.

### **Activities Leading to Possible Suspension:**

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol
- Swearing at a teacher or at another person in a position of authority
- 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
- Bullying
- Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board

These activities include incidents that occur while at school, at a school-related activity or in circumstances where the activity will have a negative impact on the school climate.

### **Activities Leading to Suspension Pending Possible Expulsion:**

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Committing robbery
- Giving alcohol to a minor
- Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled



### **REPORTING GUIDELINES:**

The occasional teacher must consider the safety of others and the urgency of the situation in reporting the incident, and must report the incident to the principal in writing no later than the end of the school day.

In the case where immediate action is required, a verbal report to the principal may be made. A written report must be made when it is safe to do so.

- All written reports must be made using the **Safe Schools Incident Reporting Form – Part 1**
- This report may be obtained in hard copy at the school office or downloaded from the Safe Schools forms catalogue if you have a first class email account.
- The report must be completed with a report number (date) and please ensure you sign and leave a contact number where you can be reached.
- You will receive a written confirmation from the principal that the form was received.

### **RESPONDING REQUIREMENTS – BILL 157**

The Ministry has revised PPM 144 and PPM 145 to require an employee of a board who observes a pupil behaving in a way that is likely to have a negative impact on school climate to respond to the behaviour. These behaviours include racist, sexual, sexist, or homophobic comments, slurs, and jokes or graffiti, as well as activities for which suspension and expulsion must be considered.

This requirement applies to all board employees who work directly with students.

#### **Responding may include:**

- Asking a student to stop the inappropriate behaviour
- Naming the type of behaviour and explaining why it is inappropriate and/or disrespectful
- Asking the student for a change in future behaviour.

If you have any questions with regard to your duties as an occasional teacher to reporting and responding please contact a member of the school administrative team for clarification.