

## Notification of Parents:

Except in exigent circumstances, it is the principal's/vice-principal's responsibility to contact parents of:

- Victims who have been harmed as the result of an activity for which suspension or expulsion must be considered, unless, in the principal's/vice-principal's opinion, notification of the parents would put the student at risk of being harmed by the parents. If that is the case, the parents **must not** be contacted (*Education Act, s. 300.3 (3)*)
- Students receiving a suspension (*Education Act, s. 311*);
- All other students being interviewed by police during an investigation, except:
  - If the principal/vice-principal is otherwise directed by police because of exigent circumstances or where the police believe the parent may be implicated
  - If the student is 18 years of age or older (unless the student consents to or requests such contact or is incapable of providing consent), or
  - If the student is 16 or 17 years of age and has withdrawn from parental control (unless the student consents to or requests such contact or is incapable of providing consent).

If the Children's Aid Society (CAS) is involved, CAS and police officials **shall** discuss and come to an agreement with the principal/vice-principal regarding the timing and procedure for notifying the parents. In subsequent actions, CAS, police and the principal/vice-principal will continue to communicate about the investigation when permitted by law.

- Unless otherwise directed by police, principals/vice-principals **shall** notify the parents/legal guardians of the student, in a timely manner, if the student is removed from school property.

## Notification of Parents (Cont'd):

- When police remove students from school property for further investigation, police shall confirm, with the principal/vice-principal, the time and date of the notification to the parents/legal guardians of such students.
- The onus is *on the police* to advise the principal/vice-principal if notification of the parents would endanger the student or the investigation. The parents should not be contacted if the police determine that doing so may endanger the safety of the student or another person or the integrity of an investigation.
- If a student is detained or arrested, the police will notify his or her parents unless the student is 18 years of age or older. The parents should not be contacted if the police determine that doing so may endanger the safety of the student or another person, or the integrity of an investigation. In such cases, the student will be advised that he or she may contact another adult person.

## Emergency Planning:


### Lockdown/Hold & Secure Protocol

In keeping with school board and ministry policies, **every school** is required to develop an Emergency and Crisis Response Plan, which must include but is not limited to a lockdown plan and procedures following a lockdown or other emergency. Teachers, staff, parents, and students should be involved in the implementation of the Emergency and Crisis Response Plan.

(a) Police and school staff will follow the Lockdown and Hold and Secure Protocol developed for all schools in Halton. Each organization will have additional procedures and policies related to emergency or crisis planning that must also be administered during an emergency.

(b) A minimum of two lockdown drills must occur each school year and a record of these shall be maintained.



**For more information please refer to school website at:** Each school will place there own website here



**Halton  
Police/School Board  
Protocol 2011**

**Between:**

**Halton Regional Police Service and**  
Halton District School Board  
Halton Catholic District School Board  
Conseil Scolaire Viamonde  
Conseil Scolaire de District Catholique Centre-Sud  
Provincial Schools Branch (Milton)



## The Halton Police/School Protocol 2011

### Purpose:

In 2011 the Halton Police/School Protocol was developed to support a safe, inclusive and equitable school environments, foster and support ongoing development of respect, responsibility civility and other positive behaviours and characteristics that will enable police and school board personnel to share a common understanding of each partner's roles and responsibilities, as well as agreed-upon procedures and clearly delineated decision-making authority.

Legislation considered in preparing the document includes:

- Education Act
- Child and Family Services Act
- Criminal Code of Canada
- Canadian Charter of Rights and Freedoms
- Ontario Human Rights Code
- Case Law

### The Partnership:

The protocol has been developed with the cooperation with the following representatives:

- Halton Catholic District School Board
- Conseil scolaire Viamonde
- Conseil scolaire de district catholique Centre-Sud
- Halton District School Board
- Provincial Schools Branch (Milton)
- Halton Regional Police Service

### Principles:

This document has been prepared for the following reasons:

To assist in the greater safety and protection of students, teachers, principals/vice-principals, staff, parent(s)/guardian(s), and volunteers in schools:

- To encourage constructive, ongoing, adaptive, and responsive partnerships between police and the school community
- To promote joint consultation and partnerships between school boards and police services on maintaining safe school environments
- To facilitate appropriate sharing and disclosure of information
- To ensure an equitable and consistent approach is followed in Halton school boards and schools, Halton Regional Police Service and Halton Children's Aid Society

## Principles (Cont'd)

- To ensure that the obligations and requirements of the education system, police & justice system and Children's Aid Society are met
- To promote dialogue and the establishment of effective relationships between school boards, schools, police and Children's Aid Society
- To address unique factors and/or considerations that may affect individual jurisdictions, and to allow partners to negotiate service-delivery arrangements accordingly

### Role and Mandate of the Board:

*In exigent circumstances, upon arrival police will assume primary responsibility as may be necessary to ensure school safety.*

The Administrator or designate will continue to have a role consistent with his or her statutory responsibility for the health and welfare of students and to maintain discipline in the school.

School boards and principals/vice-principals will develop, promote, and maintain strong partnerships with police and seek to benefit from their support in the implementation of the school's violence prevention policies, particularly where those policies pertain to addressing the risk factors associated with anti-social, gang-related or criminal behaviour.

Schools will work in partnership with police and other community agencies to develop frameworks and administer programs such as 40 Developmental Assets, peer mediation, mentoring, drug awareness and education, conflict resolution, Crime Stoppers and bullying prevention and intervention, and restorative practice.

### Role of the Police:

Police will protect public safety, conduct criminal investigations, enforce the law considering restorative measures or youth diversion where appropriate. They will offer support in a consulting role, to assist school personnel in determining appropriate action when dealing with violent behaviour and police investigations. Working from a crime prevention perspective, police will play an important role in the school community, which presents extensive opportunities for employing the strategy of "Crime Prevention through Social Development (CPSD).

## School Mandatory Reporting to Police:

**Note:** *Mandatory police reporting does not mean that police will lay charges in every situation.*

The following occurrences and/or infractions require **mandatory** reporting to police when such occurrences and/or infractions happen at school, during school-related activities in or outside the school, or in other circumstances *if the incident has a negative impact on school climate:*

- All deaths
- Threats to school safety (including bomb threats or threat of a violent incident)
- Possessing a weapon
- 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
- Relationship-based violence
- Trafficking in weapons or in illegal drugs
- Committing robbery
- Supplying of alcohol by an adult to a minor (under the age of 19)
- Possessing an illegal drug
- Criminal harassment
- Hate and/or bias-motivated occurrences
- Gang-related occurrences
- Extortion
- Possession of an explosive device
- Arson
- Reckless or dangerous use of a motor vehicle on school property
- Possession and electronic distribution of sexually explicit images of children (under the age of 18)
- Missing vulnerable child regardless of age, whose location is unknown, and where there is a degree of concern with regard to their safety or well being.

**Note:** *Principals use professional discretion and may contact police for circumstances in addition to those listed above. These may include such acts as uttering threats, vandalism, or trespassing, among others.*