

DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

**Regular Board Meeting**

April 1, 2003 @ 6:45 p.m.

Location:

153 Third Avenue, Schumacher

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COMMITTEE OF THE WHOLE - 5:45 P.M. TO 6:45 P.M.

REGULAR SESSION - 6:45 P.M.

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**AGENDA**

- |  | <u>Page(s)</u> |
|--|----------------|
| 1) <u>CALL TO ORDER</u>                                    |                |
| 2) <u>COMMITTEE OF THE WHOLE, IN CAMERA.</u>               |                |
| 3) <u>REGULAR SESSION</u>                                  |                |
| 4) <u>ADOPTION OF THE AGENDA</u>                           |                |
| 5) <u>CONFLICT OF INTEREST</u>                             |                |
| 6) <u>APPROVAL OF MINUTES OF MARCH 18, 2003</u> .....      | 3 - 6          |
| 7) <u>BUSINESS/AND OR QUESTIONS ARISING OUT OF MINUTES</u> |                |
| 8) <u>PRESENTATIONS</u>                                    |                |



Page(s)

- 9) ADMINISTRATIVE REPORTS
  - a) Physical Restraint Policy – 2<sup>nd</sup> and 3<sup>rd</sup> Reading and Approval..... 7 - 19
- 10) OTHER BUSINESS:
- 11) CORRESPONDENCE
- 12) ITEMS FOR FUTURE MEETINGS
- 13) MOTION TO ADJOURN

**NOTE:** If there are particular agenda items for which you would like additional information, please call the Office of the Director of Education at 1-800-381-7280.



**MINUTES** of the Regular Board Meeting of District School Board Ontario North East held at 5:45 p.m in the board room of the Schumacher Office, 153 Third Avenue, Schumacher on **March 18, 2003**.

**TRUSTEES PRESENT:**

Juergen Leukert - Chair  
Arie Van Oosten - Vice-Chair  
Howard Archibald  
Heather Bozzer  
Charlotte Johnson  
Corinne Miller  
Nancy Pedersen (via video conference)  
Rosemary Pochopsky  
Saunders Porter  
Albert Schaffer

**TRUSTEES ABSENT**

Ruby Brunet

**ADMINISTRATION PRESENT**

Linda Knight - Director of Education  
Barry Peterson - Superintendent of Business and Finance  
Margaret Fleury - Superintendent of Schools  
Asima Vezina - Assistant to the Director of Education  
Ken Ryan - Superintendent of Human Resources

**GUESTS:**

Steve Pladzyk – Vice-Principal – Roland Michener School  
Jo-Anne Plaunt – Principal, TDSS  
T.D.S.S. School Council

**Recording Secretary**

Janice Sharpe

**CALL TO ORDER:**

The meeting was called to order by Juergen Leukert, Chair of the Board.



**COMMITTEE OF THE WHOLE (IN-CAMERA)**

**1598-03 SCHAFFER/ARCHIBALD:**

**THAT** this board resolve itself into a Committee of the Whole (In-Camera).

CARRIED.

**1599-03 JOHNSON/SCHAFFER:**

**THAT** this board reconvene in regular session.

CARRIED.

**REGULAR SESSION:**

**ADOPTION OF THE AGENDA**

A moment of silence was held in memory of Dennis Welin who passed away on March 6, 2003 and Mark Dufresne who passed away March 5, 2003. Dennis was Property Manager for District School Board Ontario North East since 1984. Mark Dufreshne was a student in Grade 11 at Timiskaming District Secondary School. Our thoughts and prayers go out to their families.

**1600-03 PORTER/POCHOPSKY:**

**THAT** the agenda for the regular Board meeting dated March 18, 2003 be approved with the addition of the following under Other Business:

- a) OPEIU Agreement
- b) Retirement
- c) Appointment of Principals
- d) Trustee Determination and Distribution
- e) Out of Country Trips

CARRIED.

**CONFLICT OF INTEREST**

No conflict of interest was declared.

**APPROVAL OF MINUTES**

**1601-03 SCHAFFER/PORTER:**

**THAT** the minutes of the regular board meeting held on March 4, 2003 be approved.

CARRIED.

**ADMINISTRATIVE REPORTS**

**Cash Disbursements**

**1602-03 JOHNSON/SCHAFFER:**

**THAT** the Board accept the report on Cash Disbursements for the month of February 2003 in the amount of \$8,044,602.96.

CARRIED.



**Expulsion Policy Revision**

**1603-03 PORTER/MILLER:**

**THAT** the Expulsion Policy be revised as described in the report to the board dated March 18, 2003.

CARRIED.

**1604-03 VAN OOSTEN/BOZZER:**

**THAT** the Employee Assistance Policy receive 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED.

**SPECIAL EDUCATION ADVISORY COMMITTEE**

**1605-03 PORTER/MILLER:**

**THAT** the minutes of the Special Education Advisory Committee meeting dated march 5, 2003 be approved.

CARRIED.

**OTHER BUSINESS:**

Trustee Howard Archibald thanked the board for their support during the recent First Nations Career Days held in Cochrane. Chair Juergen Leukert was a participant and spoke of the inspirational messages delivered by the speakers and congratulated Howard on the success of this initiative.

**1606-03 SCHAFFER/JOHNSON:**

**THAT** the Board approve the ratification of the Office and Professional Employees International Union collective agreement effective September 1 2002 to August 31, 2003 pending ratification by their membership.

CARRIED.

**1607-03 POCHOPSKY/VAN OOSTEN:**

**THAT** District School Board Ontario North East accepts with regret the retirement of Brian Bronson effective June 30, 2003.

CARRIED.

**1608-03 POCHOPSKY/VAN OOSTEN:**

**THAT** District School Board Ontario North East appoint Coleen Zubyck to Kirkland Lake Collegiate and Vocational Institute as Principal with the date of effect to be determined.

CARRIED.

**1609-03 VAN OOSTEN/PEDERSEN:**

**THAT** District School Board Ontario North East appoint Celine Godreau to Englehart High School with the date of effect to be determined.

CARRIED.



**1610-03 ARCHIBALD/JOHNSON:**

**THAT** the Board, in accordance with Ontario Regulation 412/00 approve the report on the determination and distribution of Trustees to be elected to the Board in November, 2003.

CARRIED.

**1611-03 JOHNSON/VAN OOSTEN:**

**THAT** District School Board Ontario North East reimburse the paid participants in out-of-country trips the dollars that were lost by the Board's cancellation of these trips. This is for one time only.

CARRIED.

**COMMITTEE OF THE WHOLE (IN-CAMERA)**

**1612-03 ARCHIBALD/SCHAFFER:**

**THAT** this board resolve itself into a Committee of the Whole (In-Camera).

CARRIED.

**1613-03 PORTER/ARCHIBALD:**

**THAT** this board reconvene in regular session.

CARRIED.

**MOTION TO ADJOURN**

**1614-03 SCHAFFER/PEDERSEN:**

**THAT** we do now adjourn.

CARRIED.

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SECRETARY OF THE BOARD

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CHAIR OF THE BOARD



TO THE CHAIR AND TRUSTEES OF  
DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

AGENDA REF. NO. 2002 04 01

RE: PHYSICAL RESTRAINT POLICY

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**BACKGROUND:**

Attached is the final draft of the Physical Restraint Policy and Procedures Manual. This draft policy has been posted on the District School Board Ontario North East website following 1<sup>st</sup> reading on January 7<sup>th</sup> and comments and suggestions have been invited from trustees, staff, unions and federations. Input received was sent to the committee for consideration and this draft incorporates input received.

**RECOMMENDATION:**

That District School Board Ontario North East give 2<sup>nd</sup> and 3<sup>rd</sup> reading and approve the Physical Restraint Policy.

Respectfully submitted,

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Linda L. Knight,  
Director of Education



<p>SECTION : SCHOOL RELATED</p> <p>TITLE: PHYSICAL RESTRAINT POLICY</p>	<p><b>Policy Code</b> Page 1 of 3</p> <p><b>REGULATIONS</b> YES <b>PROCEDURES</b> YES <b>MANUAL</b> NO</p>
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**POLICY STATEMENT**

- Whereas,** A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning environment; and
- Whereas,** Students, their families, volunteers and school staff have a right to expect that schools be safe and free from violence and/or physical harm; and
- Whereas,** Our primary goal is to promote the development of each individual to their fullest potential and in doing so, we must preserve the dignity of each student at all times; and
- Whereas,** Physical intervention/restraint should be used only as a last resort when verbal interventions are deemed inappropriate or ineffective.

**Be it Therefore Resolved:**

That District School Board Ontario North East is committed to the concept of using the least restrictive and intrusive approaches to dealing with dangerous student behaviour through the use of non-violent physical intervention/restraint.

<b>1<sup>st</sup> READING:</b>	January 7, 2003	<b>Motion #</b>	1542-03
<b>2<sup>nd</sup> READING:</b>		<b>Motion #</b>	
<b>3<sup>rd</sup> READING &amp; APPROVAL:</b>		<b>Motion #</b>	
<b>EFFECTIVE DATE:</b>		<b>Revision Date:</b>	



SECTION 1.2 : SCHOOL RELATED

**Policy Code**

TITLE: PHYSICAL RESTRAINT POLICY

**Page 2 of 3**

**ADMINISTRATIVE REGULATIONS**

1. The responsibility for the implementation of the Physical Intervention/Restraint Policy rests with the Director of Education or designate.
2. The Director of Education or designate will ensure that the Physical Intervention/Restraint Policy and the Physical Intervention/Restraint Procedures Manual are posted in the electronic Policy Manual of District School Board Ontario North East.
3. The principal of each school will ensure that staff working with students are familiar with policy and procedures at time of hiring.
4. The principal of each school will ensure that training as outlined in the Physical Intervention/Restraint Procedures Manual be carried out.
5. The principal of each school will ensure that the procedures as outlined in the Physical Intervention/Restraint Procedures Manual are followed for each incident of the use of physical intervention/restraint.

EFFECTIVE DATE:

*Revision Date:*



SECTION 1.2 : SCHOOL RELATED

**Policy Code**

TITLE: PHYSICAL RESTRAINT POLICY

**Page 3 of 3**

**OPERATIONAL PROCEDURES**


1. The Physical Intervention/Restraint Procedures Manual clearly outlines the District School board Ontario North East directives in the following areas.

- 1.1 Introduction
- 1.2 Definition of Physical Intervention/Restraint
- 1.3 Unacceptable Practices Related to Physical Intervention/Restraint
- 1.4 Situations that Warrant the Use of Physical Intervention/Restraint
- 1.5 Staff Training Required for the Use of Physical Intervention/Restraint
- 1.6 Debriefing Practices
- 1.7 Documentation of Use of Physical Intervention/Restraint
- 1.8 Physical Intervention/Restrains as Part of the Student Individual Education Plan
- 1.9 Parental Involvement in the Use of Physical Intervention/Restraint

All use of physical intervention/restraint and all physical intervention/restraint initiatives will be subject to the District School Board Ontario North East Physical Intervention/Restraint Procedures Manual.

EFFECTIVE DATE:

*Revision Date:*



# Procedure Manual for the use of Physical Restraint



### 1. Introduction:

As educators, our primary goal is to promote the development of each individual to their fullest potential. In doing so, we must preserve the dignity of each student at all times. District School Board Ontario North East is committed to the concept of using the least restrictive and intrusive approaches to dealing with dangerous student behaviour. This involves the use of positive strategies as much as possible in dealing with problem behaviour.

Physical intervention/restraint should be used only as a last resort . Placing an emergency call to 911 is always an option in a crisis situation.

For students at the secondary level, physical intervention/restraint is NOT recommended. There may be exceptions for students with autism or developmental disabilities where physical intervention/restraint is carefully considered as part of their Individual Education Plan.

### 2. Definition of Physical Intervention/Restraint:

Physical intervention/restraint of a student is defined as the safe restriction of movement of the student by one or more persons using one of a variety of acceptable and safe holding techniques which allow the use of the least amount of force necessary in the situation until the student regains self-control. Physical intervention/restraint can also include appropriate staff responses to hair pulling, biting, hitting or the need to move the student.

### 3. Unacceptable Practices Related to Physical Intervention/Restraint:

- Any form of corporal punishment
- Restriction of breathing
- Withdrawal of basic needs and rights
- Procedures making anyone called upon to use them uncomfortable because of the perceived extremity or severity
- Shaking, shoving or other forms of physical aggression
- Requiring or forcing a student to repeat physical movements
- Use of physical intervention/restraint to gain compliance



4. Situations that Warrant the Use of Physical Intervention/Restraint:

- To prevent injury to other students, school visitors and staff
- To prevent student self injury
- To prevent the serious destruction of property

5. Staff Training Required for the Use of Physical Intervention/Restraint:

- It is the responsibility of the principal to ensure that annual in-service training in the use of physical intervention/restraint is provided to appropriate staff members.
- Training in the use of physical intervention/restraint is an annual requirement for Educational Assistants and optional and voluntary for teachers and principals as required by need.
- In-service training sessions should be conducted by expert trainers who may be employees of District School Board Ontario North East.
- In-service training should include the following components:

- 5.1 recognition of early signs of a crisis situation
- 5.2 stages of progression of a crisis situation
- 5.3 strategies for diffusing the situation before the use of physical intervention/restraint is necessary
- 5.4 experience in using acceptable methods of physical intervention/restraint
- 5.5 recognition of the importance of team work in the use of physical intervention/restraint

6. Debriefing Practices:

- For students who have the ability to understand the consequences of their actions, a debriefing meeting should be convened before the student returns to the classroom. This meeting could include, as appropriate for the situation, the student, teachers, principal, administrators, support staff, counsellors and parents or guardians. The aim of this meeting is to restore positive communication through the discussion of the feelings of all involved, as well as possible alternative actions more appropriate than dangerous behaviour.



- In some cases, students who have witnessed a particularly disturbing event of the physical intervention/restraint of another student may benefit from an informal debriefing meeting to create an opportunity for positive counselling and the sharing of perceptions and feelings.
- All staff involved in an incident of physical intervention/restraint should meet soon after the incident to evaluate the collective response to the incident and the effectiveness of the student's Individual Education Plan , if applicable. Such a meeting should be convened by the principal and could involve other staff as appropriate to the situation.

7. Documentation of the Use of Physical Intervention/Restraint:

- The principal will file and forward a Use of Physical Intervention/Restraint Incident Report Form (Appendix A) to the appropriate District School Board Ontario North East personnel and parent or guardian.
- The principal will forward a Ontario School Boards Insurance Exchange Form and/or a Worker's Safety Insurance Form and/or a Violent Incident Report to the appropriate District School Board Ontario North East personnel **IF** any injury has resulted from the use of physical intervention/restraint.

8. Physical Intervention/Restraint as Part of the Student Individual Education Plan:

For most students, the use of physical intervention/restraint should never be required or indeed be a one time event in an unexpected crisis situation. There may be a few students who, because of an on-going need to be physically restrained, will require notation in their Individual Education Plan (I.E.P.). This Individual Safety Plan (I.S.P./ Appendix B) should be included in the I.E.P. and will include the behavioural components that will hopefully lead to the reduction of the incidence of need of physical intervention/restraint. The I.S.P. should clearly outline the purpose of intervention/restraint and the conditions of its use. It should be developed in consultation with all educational and outside agency staff involved as well as the parents or guardians of students under the age of 18 years.



9. Parental Involvement in the Use of Physical Intervention/Restraint:

- Parents or guardians are to be informed by telephone as soon as possible after each incident of physical intervention/restraint involving their child.
- Parents or guardians should be invited to debriefing meetings involving their child as appropriate and possible.
- In some cases, the parents or guardians of students who have witnessed a particularly disturbing event of the physical intervention/restraint of another student should be informed of the general circumstances by telephone. Confidentiality should be maintained as much as possible.
- Parents or guardians of students who have been restrained will receive a copy of the Physical Intervention/Restraint Incident Report Form (Appendix A) and the Individualized Safety Plan Form (Appendix B), if applicable.

**Acknowledgements**

Sincere thanks are extended to the following district school boards in acknowledgement for their assistance given through the sharing of physical intervention/restraint policy, procedure or guidelines.

Kawartha Pine Ridge District School Board  
Ottawa-Carleton District School Board  
Rainbow District School Board  
Simcoe County District School Board





Persons/Agencies Contacted following the Incident

Additional Comments and Debriefing Notes

Signature of Principal \_\_\_\_\_

cc. Parent or Guardian  
Superintendent of Schools  
Original to O.S.R.



**INDIVIDUAL SAFETY PLAN**

Student's Name	
Date of Birth	
Date of Individual Safety Plan	
Review Date	
Staff Involved in Drafting Plan	

<b>Objectives of the Safety Plan</b>

<b>Signs that Anxiety/Agitation is Increasing</b>



<b>Preliminary Staff Response to Anxiety/Agitation</b>

<b>Physical Intervention/Restraint Procedures to be Used</b>

<b>Follow Up Procedures to be Used</b>

\_\_\_\_\_  
Signature of Principal

cc. Parent or Guardian  
Superintendent of Schools  
Original to Individual Education Plan/Personal Safety Section