



## Consultation Plan

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

<b>DATE:</b>	08 March 2022
<b>PROJECT:</b> (Project name, Letter of Transmittal, etc.)	Consultation regarding the new draft Policy P.144.SCO Student Exclusions
<b>CONTACT / PROJECT LEAD</b> (Name, telephone, email):	Mary Jane Farrish, Superintendent of Instruction, ext. 8821
<b>WHAT?</b>	
<b>1.WHAT IS THE PURPOSE OF THE CONSULTATION?</b> (Describe project scope, nature of consultation, decision to be made, and any relevant information)	
To seek input into the proposed new Policy P.144.SCO Student Exclusions	
<b>WHY?</b>	
<b>2. WHY ARE YOU CONSULTING?</b> (Check all that apply) <input checked="" type="checkbox"/> To seek advice, informed opinion or input for consideration prior to decision-making? <input type="checkbox"/> To share information and/or create awareness about a subject/potential recommendations/decision yet to be made? <input type="checkbox"/> To share information and awareness about a subject/recommendation/decision that has been made? <input type="checkbox"/> Other? (Please explain)	
There is insufficient latitude for discretion to undertake consultation on whether or not a principal can exclude a student as this power originates from <i>the Education Act</i> with a focus on the safety of students. This draft policy could benefit from input from the public and staff to clarify and expand the parameters of such practices in order to safeguard the students' human rights and ensure equitable implementation. Focused discussions will target families of students with special education needs who are most affected by exclusions.	
<b>3.HOW DOES THIS CONSULTATION LINK TO THE OCDSB STRATEGIC PLAN, DISTRICT IMPROVEMENT PLAN, BUDGET, ANNUAL DISTRICT GOALS AND OBJECTIVES AND/OR RELEVANT MINISTRY / OCDSB POLICIES OR PROCEDURES</b> (if applicable)?	

Consulting on a practice stemming from the *Education Act* and one that has been employed in schools for years models a culture of social responsibility where the Board engages with families who have been requesting clearer parameters for exclusions. This consultation is an accountability mechanism whereby the District will engage in conversations that will inform the drafting of the policy and the procedure, specifically around reporting, consultations with parents and guardians, and the right to appeal.

**WHO?**

**4.WHO WILL BE CONSULTED?** (Key stakeholders) (Check all that apply)

**OCDSB Community Internal to OCDSB External / Other (please identify)**

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|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Students</li> <li><input checked="" type="checkbox"/> Parents/guardians</li> <li><input type="checkbox"/> School council(s)</li> <li><input type="checkbox"/> Ottawa Carleton Assembly of School Councils</li> <li><input type="checkbox"/> Agencies/associations</li> <li><input checked="" type="checkbox"/> General Public</li> <li><input type="checkbox"/> Community groups</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> governments</li> <li><input type="checkbox"/> Federations</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Trustees</li> <li><input checked="" type="checkbox"/> Principals and/or Vice-principals</li> <li><input checked="" type="checkbox"/> Superintendents</li> <li><input type="checkbox"/> District staff</li> <li><input checked="" type="checkbox"/> Managers (Learning and Support Services)</li> <li><input type="checkbox"/> Advisory committees (Specify below)</li> <li><input checked="" type="checkbox"/> Special Education Advisory Committee</li> <li><input checked="" type="checkbox"/> _ Advisory Committee for Equity</li> <li><input checked="" type="checkbox"/> _ Indigenous Education Council</li> </ul> |
|---|--|

**Please describe or expand on who will be consulted and any partners in the consultation:**

Information about this consultation will be sent to all school councils through the school council newsletter and to all parents through Keeping You Connected. Interested members of the public will be invited to share feedback through the District website and a dedicated email address. The consultation includes a focused discussion session opportunity for interested members of the Special Education Advisory Committee (SEAC), Advisory Committee for Equity (ACE), Indigenous Education Council (IEC) and interested trustees. Responsible managers/supervisors from Learning and Support Services will collaborate with the Safe Schools team throughout the drafting of the policy.

**5.HAVE ANY OF THESE STAKEHOLDERS BEEN INVOLVED IN INFORMAL CONSULTATION AS PART OF THE DEVELOPMENT OF THIS PLAN?**

In accordance with section 4.3 of Policy P.110.GOV, it is expected that informal consultation has taken place with representative stakeholders to obtain their suggestions prior to finalizing this plan. Please describe below. (If this informal consultation did not take place, explain why it was not feasible.)

Staff in Learning and Support Services has been part of discussions about the application parameters of student exclusions. Safe Schools System Principal has been leading the drafting of the policy along with the mental health team. An internal working group composed of central staff from the Learning Support Services department, policy analysts, and Safe Schools System Principal along with representative principals/vice principals from both the elementary and secondary levels has been formed at the early stages of drafting the proposed policy. Feedback from stakeholders engaged in the revision of the safe schools policy documents has been considered prior to drafting this policy.

**HOW?**

**6.HOW WILL STAKEHOLDERS BE MADE AWARE OF THIS CONSULTATION PROCESS? (Check all that apply)**

<input type="checkbox"/> Media advertisement (print and/or radio) <input type="checkbox"/> School newsletter <input type="checkbox"/> Letter distribution <input checked="" type="checkbox"/> Website (schools and/or OCDSB sites) <input type="checkbox"/> School council(s) <input checked="" type="checkbox"/> School Council Newsletter <input type="checkbox"/> Ottawa Carleton Assembly of School Councils <input checked="" type="checkbox"/> Keeping You Connected (communication to all OCDSB families) <input type="checkbox"/> Focus Groups	<input checked="" type="checkbox"/> Other - Principal Operations Meeting
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**Please describe how stakeholders will be made aware of the consultation process and any special requirements for consultation (translation, alternate formats, etc)?**

- The following stakeholders will be made aware of this consultation through the following formats:
- The OCDSB community through the District website where interested individuals can send feedback to a dedicated email address.
  - Mutli-cultural Liaison Officers (MLOs) will be engaged to help raise awareness of the consultation process among families who speak languages other than English who wish to share feedback about exclusions
  - School councils through the School Council Newsletter
  - All parents through Keeping You Connected

- emails with principals, vice-principals, and managers
- a focused discussion session opportunity with the Special Education Advisory Committee (SEAC), Advisory Committee for Equity (ACE), Indigenous Education Council (IEC) and interested trustees

All communications in support of this consultation plan will indicate the availability of translation services upon request. We will engage MLOs and/or partner agencies to provide these services.

**7. HOW WILL THE CONSULTATION BE CARRIED OUT?** (Check all that apply)

- Ottawa Carleton Assembly of School Councils
- Interviews
- Public meetings
- Mail-out or email circulation
- Survey / questionnaire
- Open houses / workshops / cafes
- Web-based notice / Web-based comments
- School council(s)
- Focus groups
- Other

**Please describe:**

The consultation approach has been targeted to invite participation from those stakeholders who may be most impacted by this policy and to prioritize their engagement opportunities to provide input to this policy. While the general public and all parents of the District will be informed of the consultation through a specific page on the District website and targeted District Communications, interested trustees and members of the Special Education Advisory Committee (SEAC), Advisory Committee for Equity (ACE), and Indigenous Education Council (IEC) will be invited to a focused discussion session to provide comments on the draft policy. An internal working group composed of central staff from the Learning Support Services department, policy analysts, and Safe Schools System Principal along with representative principals/vice principals from both the elementary and secondary levels has been formed at the early stages of drafting the proposed policy. This working group will continue to meet to carry out this consultation and inform future iterations of the policy.

**WHEN?**

**8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)<sup>1</sup>:**

i.e. Identify plan approval dates; Timelines for awareness of consultation; Specific consultation initiatives; Timelines for analysis; Date for Committee/Board deliberation; Evaluation of consultation

<sup>1</sup>

<b>Targeted Date for Final Decision</b>		20 June 2022
<b>PROJECTED DATE(S)</b>	<b>ACTIVITY/MILESTONE</b>	<b>NOTES**</b>
29 March 2022	Board approval of Consultation Plan	
30 March - 20 April 2022	Draft policy posted to the OCDSB Policy Consultations Webpage and sent through school council newsletter and Keeping you Connected	A dedicated email address will be created to receive feedback on the proposed policy until 20 April 2022.
Early April 2022	Focused discussion session with interested trustees and members of the Special Education Advisory Committee (SEAC), Advisory Committee for Equity (ACE), and Indigenous Education Council (IEC)	Zoom meeting
30 March - 20 April 2022	Communication with principals/vice principals.	An invitation to staff who are most involved in exclusions to engage in the process.
20 April - 12 May 2022	Policy Analysts revising the proposed policy based on the feedback received. Consultations with the Working group to review the final draft of the policy.	
17 & 24 May 2022	Senior Staff review of the new policy.	
07 June 2022	COW approval of the new policy.	
20 June 2022	Board approval of the new policy.	

\*\*In filling out this chart, please note:

- the materials, reports or resources that will be distributed to stakeholders, either in advance or at the session;
- any constraints such as necessary deadlines, availability of stakeholders; and
- the timelines for communicating the outcome/related decisions reached to those consulted.

**9. HOW WILL THE RESULTS OF THE CONSULTATION AND THE RATIONALE OF THE FINAL DECISION BE COMMUNICATED TO ALL CONTRIBUTORS TO THE PROCESS? (Check all that apply)**

- Email circulation
- School / principal communications / newsletter
- Letter distribution

- Website (schools and/or OCDSB sites)
- Letter of Transmittal to committee/Board
- Media reports
- Other

**Please describe:**

Final Policy will be presented for approval to the Committee of the Whole and Board. The approved policy will be posted on the OCDSB website and a memo will be sent out to all schools to inform them of how this new policy will affect their longstanding practice.

**OTHER**

**10. ESTIMATED COSTS FOR THE CONSULTATION\*** (i.e. advertising, facilities, translation, materials):

Costs associated with this consultation will be covered through internal approved budgets.

**11. EVALUATION:**

**Please specify the method(s) you plan to use to assess the effectiveness and success of this consultation process. (e.g., outcomes/results, satisfaction of participants, debriefs, questionnaires/evaluation sheet collected from participants, peer review, school council meeting discussion with date, etc.)**

Ongoing communications with internal staff, school councils, and the Special Education Advisory Committee (SEAC), Advisory Committee for Equity (ACE), Indigenous Education Council (IEC) and trustees as well as the number of emails received through the OCDSB dedicated policy consultation website and email will help assess the effectiveness and success of this consultation.