



## Consultation Plan

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

<b>DATE:</b>	November 26, 2010
<b>PROJECT:</b> (Project name, Letter of Transmittal, etc.)	Safe Schools and School District School Code of Conduct Policy Review
<b>CONTACT / PROJECT LEAD</b> (Name, telephone, email):	Mary Jane Farrish, 613 721-1821, mary.jane.farrish@ocdsb.ca
<b>WHAT?</b>	
<p><b>1. WHAT IS THE PURPOSE OF THE CONSULTATION?</b> (Describe project scope, nature of consultation, decision to be made, and any relevant information)</p> <p>A two-part consultation process is planned in order to support the policies: P.032.SCO Safe Schools and P.125.SCO School District Code of Conduct. Part one is an input process to collect information from students, parents, staff and community partners about their experiences relating to safe schools and code of conduct. This information will inform the policy review and update process. Part two of the consultation is a feedback stage; the draft revised policies will be shared and stakeholders will be invited to provide comments on the draft prior to Board approval.</p> <p>The first phase of the consultation will invite stakeholder input through a series of discussion forums with students, parents/guardians, staff and community partners.</p> <ul style="list-style-type: none"> <li>• The student focus groups will be school based, will review school climate data, and will invite students to share their experiences related to school safety and code of conduct. Approximately 6 sessions will be held with students in a mix of elementary and secondary schools.</li> <li>• The parent/guardian forums will provide an overview about our safe schools policies and practices and then parents and guardians will be able to participate in a series of round table discussions on specific topics of concern such as bullying, progressive discipline, suspensions, incident management, dress code, etcetera. Members of advisory committees as well as trustees who are interested can attend one of the parent/guardian evenings.</li> <li>• The staff focus groups will be done in two ways; one session will be held with school administrators to collect their input about safe schools practices and code of conduct and to understand the current policy in the context of operational</li> </ul>	

opportunities and challenges. It is hoped that the second session would be with staff and would be developed in partnership with the federations. This session would allow staff to share their experiences and perspectives to inform policy and practice enhancements.

- Community partners and service agencies that work with the district on a regular basis will be consulted in a daytime meeting.

Throughout the consultation process, we will have information posted on our policy consultation page and interested parties will be able to provide input via email.

The second phase of the consultation will be the distribution of the revised policies. At this stage, we will optimize the electronic distribution of the revised draft policy and will invite public input through online platforms. The revised draft policies will be shared with the parent/guardian community as a whole, school councils, staff groups, students, advisory committees, and Trustees. The specific details of the second phase of the consultation may be revised based on the experience and input of phase one.

Throughout the consultation process we anticipate hearing input relevant to other policies and procedures that support student safety and we will proceed with amendments that reflect increased clarity and utility of policies and procedures to inform school and District practices.

## WHY?

### 2. WHY ARE YOU CONSULTING? (Check all that apply)

☒ To seek advice, informed opinion or input for consideration prior to decision-making?

☒ To share information and/or create awareness about a subject/potential recommendations/decision yet to be made?

☐ To share information and awareness about a subject/recommendation/decision that has been made?

☐ Other? (Please explain)

### 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 (if applicable)?

These policies are part of our commitment to a Culture of Caring. The desired outcomes of which are: improved equity of access opportunity and outcomes; improved student well-being; enhanced student safety. Culture of Caring strategies: build system capacity to support parent and family engagement at the classroom, school and district levels.

Culture of Social Responsibility desired outcomes: increased student voice; improved decision making. Culture of Social Responsibility strategies: collect and use data to inform instructional practice, policy and decision making

## WHO?

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

#### OCDSB Community

☒ Students  
☒ Parents/guardians  
☒ School council(s)

#### Internal to OCDSB

☒ Trustees  
☐ Superintendents  
☒ Principals and/or Vice-principals

#### External / Other (please identify)

☒ Agencies/associations  
☐ Community groups  
☐ General Public

☐ Ottawa Carleton Assembly of School Councils ☐ Managers ☐ Other governments

☒ Advisory committees ☒ District staff ☐ Other  
☒ Special Education Advisory Committee, etc ☒ Federations  
☐ Other ☐ Other

Please describe or expand on who will be consulted and any partners in the consultation:  
 See the description above.

### 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.)

A small group of students and school administrators have been consulted prior to designing this consultation plan.

## HOW?

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

☐ Media advertisement (print and/or radio) ☒ School council newsletter  
☐ Letter distribution ☒ Website (schools and/or OCDSB sites)  
☒ School council(s) ☐ Other  
☒ Ottawa-Carleton Assembly of School Councils

Please describe how stakeholders will be made aware of the consultation process and any special requirements for consultation (translation, alternate formats, etc)?

School and central staff will help to facilitate communication with stakeholders about opportunities for contributing feedback through this consultation plan and will facilitate accommodations for translation and interpretation. General communication about the consultation plan will be shared via OCDSB multi-media platforms. We will respond to accommodation requests.

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

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Focus groups         | <input checked="" type="checkbox"/> Ottawa-Carleton Assembly of School Councils |
| <input type="checkbox"/> Interviews                      | <input checked="" type="checkbox"/> Public meetings                             |
| <input type="checkbox"/> Mail-out or email circulation   | <input type="checkbox"/> Survey / questionnaire                                 |
| <input type="checkbox"/> Open houses / workshops / cafes | <input checked="" type="checkbox"/> Web-based notice / Web-based comments       |
| <input checked="" type="checkbox"/> School council(s)    | <input type="checkbox"/> Other  |

Please describe: **See above**

**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**

**TARGETED DATE FOR FINAL DECISION:**

November 2020

<b>PROJECTED DATE(S)</b>	<b>ACTIVITY/MILESTONE</b>	<b><u>NOTES**</u></b>
November 2019 to March 2020	Phase One: Engage with stakeholder groups including students, parents/guardians/caregivers, school staff, to solicit input to help inform draft policy creation. Engagement activities include: November 2019 - student focus group sessions (9 schools) November 2019 - principal and vice principal facilitated discussion	

<sup>1</sup> Outline provides information on the minimal number of activities proposed, which may be amended to intensify the process if required.

Further information on the overall project/initiative and the specific consultation plan and process can be provided in the Letter of Transmittal to Board.

	December 2019 -January 2020 - Staff/Federation facilitated discussion January 2020- Community partner facilitated discussion January - February 2020 - Staff/Federation focus group session March 2020 - parent/guardian facilitated discussion (2 sessions, east and west)	
April 2020	This is the policy revision stage. Most of the work will be internal and will involve reflection on what we heard, research and drafting.	Collation of the data from the consultation activities and drafting of policies for presentation to the Board of Trustees.
September - October 2020	Phase two: Draft policies will be shared with participants of phase one. Specifically draft policies will be shared with students, parents/guardians, trustees, community partner leads, school staff, advisors to Student Council Presidents and Student Senate, School Council Chairs and Chairs of Advisory Committees as well as Chair of OCASC. Draft policies will also be shared for input through OCDSB platforms including email.  The draft policies will be scheduled as a discussion item at Committee of the Whole.	Draft policies of Safe Schools and District School Code of Conduct will be shared with participants and on our website.
November 2020	Presentation of the revised policies and recommendation for approval of policy revision for Safe Schools and School District Code of Conduct.	Proposed revised policies shared with the COW and Board of Trustees

**\*\*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:

Participants in the consultation plan will receive communication through school administrators, advisors to Student Council Presidents and Student Senate, School Council Chairs and Chairs of Advisory Committees, Chair of OCASC, community

partner lead contact, direct email to staff and federation leads and website posting.

## OTHER

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

Estimated costs for consultation include printing of materials, interpretation services for community meetings and refreshments.

There will be costs associated with hiring a coordinator to facilitate this consultation plan including tasks such as, support the meetings and student sessions and collation of data for identification of themes and common messages. All costs will be covered through department funds.

*\* Note that the consulting body bears responsibility for the costs of the consultation.*

### 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.)

During the sharing of the outcome and decisions resulting from the Consultation Plan, feedback will be collected from participants about their experiences.