



Consultation Plan

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

DATE:	05 November 2019
PROJECT: (Project name, Letter of Transmittal, etc.)	Safe Schools and School District School Code of Conduct Policy Review
CONTACT / PROJECT LEAD (Name, telephone, email):	Mary Jane Farrish, 613 721-1821, mary.jane.farrish@ocdsb.ca
WHAT?	
<p>1. WHAT IS THE PURPOSE OF THE CONSULTATION? (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 and staff.</p> <ul style="list-style-type: none"> • 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. • The parent 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. Two forums are planned; one in the east and one in the west end of the district. 	

- 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 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.
- The fourth phase will involve community partners, in particular some of the key community service agencies that work with the district on a regular basis. This will be a daytime meeting. In addition, information will be provided to our advisory committees about the parent sessions. Members who are interested can attend one of the parent evenings.

Throughout the consultation process, we will have information posted on our policy consultation page and anyone interested in providing input via email will be able to do so.

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 email and survey or online discussion forum. The revised draft policies will be shared with the parent community as a whole, school councils, staff groups, students, and advisory committees. 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
PPM 128 - Required review of School District Code of Conduct through a consultation process.

WHO?

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

OCDSB Community	Internal to OCDSB	External / Other (please identify)
<input checked="" type="checkbox"/> Students	<input type="checkbox"/> Trustees	<input checked="" type="checkbox"/> Agencies/associations
<input checked="" type="checkbox"/> Parents/guardians	<input type="checkbox"/> Superintendents	<input type="checkbox"/> Community groups
<input checked="" type="checkbox"/> School council(s)	<input checked="" type="checkbox"/> Principals and/or Vice-principals	<input type="checkbox"/> General Public
<input type="checkbox"/> Ottawa Carleton Assembly of School Councils	<input type="checkbox"/> Managers	<input type="checkbox"/> Other governments
<input checked="" type="checkbox"/> Advisory committees (Specify below)	<input checked="" type="checkbox"/> District staff	<input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> Special Education Advisory Committee, etc		<input checked="" type="checkbox"/> Federations
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	

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

See the description above. Additional partners involved in the consultation include Ottawa Public Health and Ottawa Police Service

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

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

Please describe: **See above**

WHEN?**8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)¹:**

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

¹ 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.

TARGETED DATE FOR FINAL DECISION:		June 2019
PROJECTED DATE(S)	ACTIVITY/MILESTONE	NOTES**
November 2019 to January 2020	Phase One: Engage with stakeholder groups including students, parents/guardians/care givers, school staff, to solicit input to help inform draft policy creation. Engagement activities include: November - student focus group sessions (6 schools) December - community focus group sessions (2 sessions, east and west) January - Community partner focus group session December/January - Staff/Federation focus group session December - Vice Principal and Principal focus group session	
February - 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.	Draft policies of Safe Schools and District School Code of Conduct will be shared with participants and on our website.
May 2020	Draft policies will be shared with students, parents/guardians/caregivers, school staff, and Advisory Committees. Activities will include: posting of the draft policies through OCDSB platforms including email and survey or online discussion forums.	Collation of the data from the consultation activities and drafting of policies for presentation to the Board of Trustees.
June 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: <ul style="list-style-type: none"> 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:

Student and school council participants in the consultation plan will receive communication through their school principals about the final decision. Advisory Committees will receive communication of the final decision through the Chair, provided by an OCDSB staff member on each committee.

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 using a survey tool and/or debrief discussion notes format in a meeting forum.