



School Transfers Related to School Safety

#200.52

Adopted:	September 2025
Last Reviewed/Revised:	NEW
Responsibility:	Superintendent of Education
Next Scheduled Review:	2029

POLICY STATEMENT:

The Brant Haldimand-Norfolk Catholic District School Board ("the Board") is committed to providing a safe, caring, inclusive, and healthy Catholic school community in which every student can achieve their full potential.

The Board believes in the dignity of all people and affirms the need for students and staff to feel safe at school.

In some instances, it may be necessary to impose an administrative transfer of a student, for reasons of safety, or to comply with a police undertaking or court order. The implementation process in such cases shall be the responsibility of the Superintendent(s) of Education responsible for the affected Family of Schools, and the Director of Education.

The Board is committed and facilitating successful transitions for those students that are subject to a transfer for reasons of student safety.

APPLICATION AND SCOPE:

The purpose of this policy and administrative procedure is to provide direction and procedural guidelines to parents, principals, school administrators, teachers, support staff, and students regarding their respective responsibilities with respect to School Transfers Related to School Safety.

REFERENCES:

- Education Act, R.S.O. 1990, c. E.2, Section 169.1, Section 265(1)(m), Section 32
- PPM 145 *Progressive Discipline and Promoting Positive Student Behaviour*
- Occupational Health and Safety Act (OHSA), section 32.0.5(3).

FORMS:

- N/A

APPENDICES:

- Appendix A: Principal Fresh Start Checklist – Sending and Receiving Schools
- Appendix B: Sample Letter for Notice of a Fresh Start Transfer



DEFINITIONS:

Receiving School Principal: Refers to the school administrator responsible for the school that will receive a student who is being transferred under a Safe Schools provision.

Sending School Principal: Refers to the school administrator of the current or originating school where the student was enrolled before the transfer was initiated.

Undertaking: A written promise by a person charged with a criminal offence, agreeing to appear in court as required, and abide by certain conditions, such as no contact with specified individuals, pending trial. A breach of any condition of the undertaking is a criminal offence.

ADMINISTRATIVE PROCEDURES:

1.0 Principles

- 1.1 The *Education Act* provides that a resident pupil of the Board who meets the eligibility criteria outlined at subsections 33(3) and 36(3) of the *Act* has the right to attend a BHNCD SB school, but not the right to attend a particular school of the Board.
- 1.2 Administrative student transfers may be imposed for reasons of safety, or in order to facilitate compliance with a police undertaking or court order.
- 1.3 Administrative transfers shall not be imposed as a disciplinary consequence to an infraction under Part XIII of the *Education Act*, although in some cases a student may also be subject to disciplinary consequences.
- 1.4 The student who has threatened or inflicted harm will be the student who is transferred, except where the victim has expressed a preference to be transferred.

2.0 Victim's Rights

- 2.1 All students and staff are entitled to feel safe and be safe at school. The Board is obligated to provide appropriate support for all students and staff who are affected by serious student incidents that impact safety and all forms of inappropriate behaviour.
- 2.2 The Board and school staff will develop specific plans to protect each student who has been harmed or threatened with harm.
- 2.3 Where a victim has been threatened or harmed as a result of a serious incident, and the school principal believes the victim's safety (physical, emotional, and/or psychological) may be compromised by the continued presence of the individual(s) who threatened or caused the harm, the principal will:
 - 2.3.1 Ensure temporary separation of the intended/actual victim and the individual(s) who threatened/caused the harm;
 - 2.3.2 Facilitate care, support, and/or medical assistance (as required) for the victim;
 - 2.3.3 Investigate the circumstances of the harm or threatened harm, and upon conclusion of their investigation, determine whether the initial separation of the individuals involved should continue;
 - 2.3.4 Where the principal, in consultation with their Family of Schools Superintendent and the Superintendent responsible for Safe and Accepting Schools, determines that the separation should continue, the principal shall assign a "Fresh Start" administrative transfer for the individual(s) who threatened/caused the harm.



3.0 Determining Receiving School

- 3.1 All requests for Fresh Start transfers will be coordinated and approved by the Superintendent of Schools and the Superintendent responsible for Safe and Accepting Schools.
- 3.2 The following criteria will be taken into account when determining which school a student will be transferred to:
 - 3.2.1 Distance from student's home, as transportation will not be provided by the Board.
 - 3.2.2 Access to academic and social-emotional supports.
 - 3.2.3 Provisions of any court order, undertaking, or conditions of release agreed to by the student and/or student's parent/legal guardian.
 - 3.2.4 Availability of classroom space.
 - 3.2.5 Any previous Fresh Start or safety related transfers for the student.
 - 3.2.6 Presence of student(s) or staff who were previously the victim of, or in conflict with, the student.
 - 3.2.7 Presence of student(s) who may have been involved in previous serious incidents with the student.
 - 3.2.8 Additional factors that, in the professional judgement of the principal, may affect student safety and well-being.

4.0 Implementation

- 4.1 The Sending School Principal will notify the student and parent/guardian (if student is a minor) that a Fresh Start transfer is being imposed (see sample letter at Appendix B).
- 4.2 The Sending School Principal will provide the student and family with information about the new school.
- 4.3 The Sending School Principal will ensure all pertinent information including, but not limited to, a Credit Counselling Summary, the student's Ontario Student Record ("OSR"), and details related to the reason for the transfer are provided to the Receiving School Principal.
- 4.4 The Receiving School Principal will coordinate a Fresh Start transfer meeting, to include the student and their parent(s)/guardian(s), the Sending School Principal and the Receiving School Principal, and any teachers whose input may be helpful in developing a transition plan.
- 4.5 The purpose of the Fresh Start transfer meeting is to develop a transition strategy, to include any additional supports and resources the student may require.
- 4.6 The Sending School Principal will ensure that the OSR is available for reference at the Receiving School for the Fresh Start transfer meeting.
- 4.7 The meeting must occur prior to the student being transferred, or on the day the student is being transferred, in which case the meeting must occur before the student attends class.
- 4.8 At the Fresh Start transfer meeting, the following will be discussed:
 - 4.8.1 School and Board Code of Conduct.
 - 4.8.2 Social Work and other Support Staff referrals.
 - 4.8.3 Academic transition plan.
 - 4.8.4 Safety Planning.
- 4.9 Prior to the student starting class, the principal will provide the student's teachers with information relevant to their academic success.



- 4.10 The Receiving School Principal will also ensure that appropriate staff are advised in accordance with the *Occupational Health and Safety Act* (OHSA) requirements. Specifically, the Board recognizes Section 32.0.5(3) of the OHSA which states the employer's "duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if, (a) the worker can be expected to encounter that person in the course of his or her work; and (b) the risk of workplace violence is likely to expose the worker to physical injury."
- 4.11 Where a student is subject to a Fresh Start transfer more than once or they were previously expelled, the student and the parent(s)/guardian(s) must meet with the Family of Schools Superintendent and/or Superintendent of Safe Schools prior to transferring to the new school placement.
- 4.12 Where a secondary student is subject to a Fresh Start transfer immediately preceding the end of a semester, the Sending and Receiving School Principals will consult on whether to make arrangements for the student to attempt to complete their credits at an alternate location, or at the Receiving School.
- 4.13 Where a student's Fresh Start transfer is necessary due to a police undertaking, and the terms of that undertaking are subsequently amended such that the student is no longer prohibited from attending their previous school, they may apply in writing to the Superintendent of Schools for permission to return. The Superintendent shall consider the request, taking all of the circumstances into account.

5.0 Documentation

- 5.1 The Fresh Start meeting and any transition or other plans will be documented by the Receiving School.
- 5.2 A record of the Fresh Start transfer will be kept by the Superintendent Responsible for Safe and Accepting Schools.

6.0 Fresh Start Appeals

- 6.1 A parent/guardian (or an adult student/student who is 16 or 17 years old and has withdrawn from parental control) shall have the right to file an appeal of the Fresh Start.
- 6.2 The Fresh Start appeal must be filed in writing with the Director of Education or designate, within five (5) school days of receiving written notice of the decision to transfer.
- 6.3 The Fresh Start Appeal meeting shall be held by a Student Hearings Committee of the Board within fifteen (15) school days of receipt of the Notice of Intention to Appeal a Fresh Start.