

RESTRAINING ORDER CHECKLIST FOR SCHOOL PRINCIPALS

This checklist is designed to help school principals and staff manage restraining orders issued to protect a student or the student's parent.

- Meet in-person with parents who have restraining orders to help them meet the safety needs of themselves and their children. Review each of the terms of the order with the parent so that the meaning of each term is mutually understood.
- Place a copy of the order in the student's Ontario Student Record (OSR) and provide copies of the order to key school personnel who may have contact with the parent who is under the restraining order.
- Identify any particular safety-related requirements for methods of communication between school personnel and the impacted parent.
- Note the expiration date of the order and discuss the parent's plans concerning extending the order when it is set to expire.
- Discuss and implement a secure means for communicating the information developed in these conversations to key school personnel.
- Develop and implement a school procedure whereby key school personnel inform the principal:
 - ◆ if a student or the student's parent is subject to a restraining order;
 - ◆ if they are contacted by the restrained parent; and
 - ◆ if they observe the restrained parent in or near the school.
- Honour a parent's request not to release personal information pertaining to the child. Make the parent aware of occasions where a student's personal information may be shared without express permission (e.g. yearbook photos, graduation lists) and take special precautions to protect the student's identity if required.