



MANDATORY RECORD-KEEPING REGARDING SERIOUS VIOLENT INCIDENT REPORTS

Responsibility:	<i>Superintendent, Student Achievement & Well-Being</i>
Legal References:	<i>Education Act, S. 265(d), 266(2)</i>
Related References:	<i>PPM 120 – Reporting Violent Incidents to the Ministry of Education Violent Incident Form Protocol and Guidelines for Procedures and Joint Responsibilities When Working with Children and Youth in Care School Board Police Protocol Policy 6000 – Safe Schools Policy 6001- Code of Conduct</i>
Effective Date:	
Revisions:	<i>March 2016</i>
Reviewed:	<i>March 2016</i>

1. Preamble

The following procedures provide guidelines and expectations regarding the mandatory record-keeping of serious violent incident reports and the transfer of this information.

2. The Education Act

2.1 Subsection 265(d):

2.1.1 "It is the duty of the principal to: in accordance with this act, the regulations and guidelines issued by the Minister, to collect information for inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record."

2.2 Subsection 266 (2)

2.2.1 "A record is privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of the instruction of the pupil...."

3. Procedures

3.1 In the event of a serious violent incident that results in suspension, expulsion and/or a report to the police (see School Police Protocol), the Principal will complete a Violent Incident Form, available within Trillium.

3.2 The completed copy of the Violent Incident Form must be placed in the student's Ontario School Record along with a copy of the suspension or expulsion letter. The Violent Incident Form should not contain the names of other students – either victims or witnesses – and the description of the incident should be detailed and complete in relating the facts of the incident.

3.3 The school Incident Report Form that normally accompanies the school's and superintendent's copies of suspension forms, should not be placed in the student's OSR.

The school Incident Report Form is part of the Principal's/Vice principal's notes. It should be maintained with the school's file copy of the suspension form.

3.4 The Ministry of Education Violent Incident Form must remain in a student's Ontario School Record unless the Discipline Committee (Trustees) directs the Superintendent of Education to remove the document.

3.5 The suspension letter for violent behaviour shall not be removed from the OSR.

4. Transfer of Information

4.1 If the student transfers to another school, the information in the Ontario Student Record relating to a serious violent incident that led to suspension or expulsion as well as to a report to the police will remain in the Ontario Student Record.