



Administrative Procedure 1330 SAFE SCHOOLS INCIDENT REPORTING AND RECORD-KEEPING

Responsibility:	Superintendent, Student Achievement & Well-Being
Legal References:	Education Act, s. 265(1)(d), 266(2), 300.2
Related References:	PPM 120 – Reporting Violent Incidents to the Ministry of Education; PPM 145 – Progressive Discipline and Promoting Positive Student Behaviour; Board Policy 6000 – Safe Schools; Board Policy 6001 – Code of Conduct; <i>Administrative Procedure 1260 – Student Discipline Procedure;</i> <i>Administrative Procedure 1620 – Alternative Suspension Program</i>
Effective:	
Revisions:	March 2016, July 2024
Reviewed:	March 2016

1. Definitions

- 1.1 A **serious student incident** is an activity for which suspension or expulsion must be considered, as specified in sections 306(1) and 310(1) of the *Education Act*. Serious student incidents include non-violent serious student incidents and violent incidents.
- 1.2 A **non-violent serious student incident** is defined as the occurrence of any one of the following:
 - 1.2.1 Uttering a threat to inflict serious bodily harm on another person;
 - 1.2.2 Possessing alcohol and/or illegal drugs;
 - 1.2.3 Possessing cannabis (unless the student is a medical cannabis user);
 - 1.2.4 Being under the influence of alcohol and/or illegal drugs;
 - 1.2.5 Being under the influence of cannabis (unless the student is a medical cannabis user);
 - 1.2.6 Swearing at a teacher or at another person in a position of authority;
 - 1.2.7 Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
 - 1.2.8 Bullying or cyberbullying;
 - 1.2.9 Trafficking in weapons or in illegal drugs;
 - 1.2.10 Giving alcohol to a minor;

- 1.2.11 Giving cannabis to a minor;
 - 1.2.12 Any other activity that is not defined as a violent incident but for which the student was suspended or expelled.
- 1.3 A **violent incident** is defined as the occurrence of any one of the following:
- 1.3.1 Possessing a weapon, including possessing a firearm;
 - 1.3.2 Physical assault causing bodily harm requiring medical attention;
 - 1.3.3 Sexual assault;
 - 1.3.4 Robbery;
 - 1.3.5 Using a weapon to cause or to threaten bodily harm to another person;
 - 1.3.6 Extortion;
 - 1.3.7 Hate and/or bias-motivated occurrences.

2. Safe Schools Incident Reporting

- 2.1 Whenever a staff member becomes aware that a student may have engaged in an activity described in sections 306(1) or 310(1) of the *Education Act*, the incident must be reported to the principal of the school by completing "Part I" of a Safe Schools Incident Reporting Form in eBase.
- 2.1.1 If "Part I" of a Safe Schools Incident Reporting Form cannot be completed before the end of the school day, the principal must be informed of the incident orally.
 - 2.1.2 Where the principal is the sole witness to an incident, the principal is required to submit "Part I" of a Safe School Incident Reporting Form in eBase to confirm in writing what they witnessed.
- 2.2 The principal must investigate any matter reported in accordance with this procedure and communicate the results of the investigation to the staff member who made the report.
- 2.3 The principal must not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation.
- 2.4 The principal must acknowledge receipt of "Part I" of a Safe Schools Incident Reporting Form by completing "Part II" of the form in eBase.

3. Retention of Safe Schools Incident Reporting Forms

- 3.1 If a progressive discipline approach involving withdrawal from class, suspension or expulsion was used to address a **non-violent serious student incident**, any Safe Schools Incident Reporting Forms related to the incident, as well as documentation indicating the action taken in response to the incident, are to be retained in the student's Ontario Student Record for the remainder of the current school year plus one (1) school year.
- 3.2 If a progressive discipline approach involving withdrawal from class, suspension or expulsion was used to address a **violent incident**, any Safe Schools Incident Reporting Forms related

to the incident, as well as documentation indicating the action taken in response to the incident, are to be retained in the student's Ontario Student Record for:

- The remainder of the current school year plus five (5) school years, if the student was expelled for the violent incident;
- The remainder of the current school year plus three (3) school years, if the student was suspended for the violent incident;
- The remainder of the current school year plus one (1) school year, if the student was not suspended for the violent incident or if the student's suspension was quashed or withdrawn.

- 3.3 If a progressive discipline approach involving withdrawal from class, suspension or expulsion was not used to address a non-violent serious student incident or violent incident, any Safe Schools Incident Reporting Forms related to the incident are not to be retained in the student's Ontario Student Record.
- 3.4 Before a Safe Schools Incident Reporting Form is filed in a student's Ontario Student Record, the names of all other students that appear on the form must be redacted.

4. Documentation Indicating the Action Taken

- 4.1 If a student was withdrawn from class for in-school support, a "Withdrawal from Class for In-School Support due to Engagement in a Serious Student Incident" form is to be completed in eBase.
- 4.2 If a student was suspended, the following documentation is to be retained in the Ontario Student Record for the same duration as the Safe Schools Incident Reporting Form(s) related to the incident:
- **IS-24-S-01 or IS-24-S-02** Suspension (Pending Possible Recommendation for Expulsion) Letter
 - **IS-24-E-03** Decision Not to Recommend Expulsion (*if applicable*)
 - **IS-08-ASP-07 or IS-08-ASP-08** Student Action Plan (*if applicable*)
- 4.3 If a student was suspended and the suspension was appealed but not quashed or withdrawn, the following documentation is to be retained in the Ontario Student Record for the same duration as the Safe Schools Incident Reporting Form(s) related to the incident:
- **IS-24-S-01 or IS-24-S-02** Suspension (Pending Possible Recommendation for Expulsion) Letter
 - **IS-24-E-03** Decision Not to Recommend Expulsion (*if applicable*)
 - **IS-24-S-03** Notice of Suspension Review
 - **IS-24-S-04** Suspension Review Decision
 - **IS-24-S-05** Notice of Suspension Appeal (*if applicable*)
 - **IS-24-S-06** Suspension Appeal Decision (*if applicable*)
 - **IS-24-S-07** Suspension Appeal Hearing Outcome (*if applicable*)
 - **IS-08-ASP-07 or IS-08-ASP-08** Student Action Plan (*if applicable*)
- 4.4 If a student was recommended for expulsion but the expulsion was overturned and the suspension was not quashed or withdrawn, the following documentation is to be retained in the Ontario Student Record for the same duration as the Safe Schools Incident Reporting Form(s) related to the incident:
- **IS-24-S-02** Suspension Pending Possible Recommendation for Expulsion Letter
 - **IS-24-E-04** Notice of Recommendation for Expulsion
 - **IS-24-E-05** Expulsion Decision Letter
 - **IS-24-E-08** Expulsion Hearing Outcome
 - **IS-24-E-12** Expulsion Hearing Extension (*if applicable*)
 - **IS-08-ASP-07 or IS-08-ASP-08** Student Action Plan (*if applicable*)

- 4.5 If a student was expelled, the following documentation is to be retained in the Ontario Student Record for the same duration as the Safe Schools Incident Reporting Form(s) related to the incident:
- **IS-24-S-02** Suspension Pending Possible Recommendation for Expulsion Letter
 - **IS-24-E-04** Notice of Recommendation for Expulsion
 - **IS-24-E-05** Expulsion Decision Letter
 - **IS-24-E-06 or IS-24-E-07** Expulsion Hearing Outcome
 - **IS-24-E-02** Expulsion Joint Recommendation (*if applicable*)
 - **IS-24-E-12** Expulsion Hearing Extension (*if applicable*)
 - **IS-08-ASP-07 or IS-08-ASP-08** Student Action Plan (*if applicable*)

5. Transfer of Information

- 5.1 If a student transfers to another school, any Safe Schools Incident Reporting Forms related to a non-violent serious student incident or violent incident, as well as the documentation indicating the action taken in response to the incident, are to remain in the Ontario Student Record until the retention period has elapsed.