

1. Purpose

The Catholic District School Board of Eastern Ontario believes that a positive school climate, with a safe learning and teaching environment, is essential for students to succeed in school. Staff, students, parents, as well as community agencies, all have a part to play in making schools safer.

Section 300.2 of the Education Act requires all employees of the Board, including teaching and non-teaching staff, bus drivers, and non-Board employees, who become aware that a student may have engaged in an activity that must be considered for suspension or expulsion, to report the incident to the principal as soon as reasonably possible.

2. Procedure

2.1 When reporting, Board employees must:

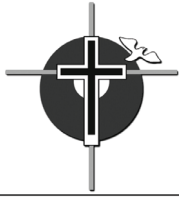
- a) Consider the safety of others and the urgency of the situation in reporting the incident no later than the end of the school day.
- b) Confirm all reports to the principal in writing using the form Safe Schools Incident Reporting Form Part I (see Appendix I).

2.2 After a report is submitted, the principal must:

- a) Provide a written acknowledgement of the receipt of the report using Safe Schools Incident Reporting Form – Part II (see Appendix II) to the employee who reported. Information that could identify the student(s) involved must not be part of the acknowledgement.
- b) Identify if action has been taken or no action is required. Possible actions taken can include anything on the progressive discipline continuum, such as: warning, contacting parent, removal of privileges, suspension.
- c) If no further action is taken by the principal, there is no requirement to retain the report and it should be destroyed.
- d) The principal must remind staff members not to discuss the nature of any discipline measures taken in response to the activity.

2.3 If a principal decides that action is required as a result of an incident:

- a) A copy of the form with documentation (i.e., suspension letter) indicating the action taken will be filed in the appropriate student's Ontario Student Record (OSR) for one year.



- b) The names of all the other students appearing on the form (Incident Reporting Form – Part I), both aggressors and victims, must be removed except the name of the student in whose OSR the form is going.
- c) Nothing about the incident is to go into the victim's OSR unless the victim/parent(s) of the victim specifically request that this is done.

2.4 If no action is taken towards the aggressor, the report is not to go in the student's OSR.

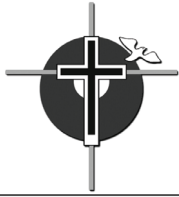
3. Guidelines

3.1 Activities leading to possible suspension that must be reported to the principal include:

- a) Uttering a threat to inflict serious bodily harm on another person.
- b) Possessing alcohol or illegal drugs.
- c) Being under the influence of alcohol or illegal drugs.
- d) Swearing at a teacher or at another person in a position of authority.
- e) Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
- f) Bullying.
- g) Any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board.

3.2 Activities leading to suspension pending possible expulsion that must be reported to the principal include:

- a) Possessing a weapon, including possessing a firearm.
- b) Using a weapon to cause or to threaten bodily harm to another person.
- c) Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- d) Committing sexual assault.
- e) Trafficking in weapons or in illegal drugs.
- f) Committing robbery.



- g) Giving alcohol to a minor.
- h) Any other activity that, under a policy of the Board, is an activity for which a principal must suspend a pupil and conduct an investigation to determine whether to recommend to the Board that the pupil be expelled (see Administrative Procedures: B2:4 Suspension Expulsion Programs, B2:6 Substance Abuse, B2:8 Staff Incident, B2:10 Assault and Fighting, B2:11 Weapons).

**Note: These activities include incidents that occur while at school, at a school-related activity, or in circumstances where the activity will have a negative impact on the school climate.*

Appendix 1 – Incident Reporting Form, Part I

Report No: _____	CONFIDENTIAL SAFE SCHOOLS INCIDENT REPORTING FORM – PART I
Name of School:	_____
1. Names of Pupil(s) Involved (if known)	_____
2. Where the Incident Occurred (check one)	<input type="checkbox"/> A Location in the School or on School Property (please specify) _____ <input type="checkbox"/> At School-Related Activity (please specify) _____ <input type="checkbox"/> On a School Bus (Route #) _____ <input type="checkbox"/> Other (please specify) _____
3. When the Incident Occurred	Date: _____ Time: _____
4. Type of Incident (check all applicable)	<p>Activities for which suspension must be considered under section 306(1) of the Education Act</p> <input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person. <input type="checkbox"/> Possessing alcohol or illegal drugs. <input type="checkbox"/> Being under the influence of alcohol. <input type="checkbox"/> Swearing at a teacher or at another person in a position of authority. <input type="checkbox"/> Committing an act of vandalism that causes extensive damage to school property at the pupil’s school or to property located on the premises of the pupil’s school. <input type="checkbox"/> Bullying. <input type="checkbox"/> Any other activity for which a pupil may be suspended under a policy of the board. <i>[Note: Boards must specify on this form any other activities for which the principal may suspend according to board policy.]</i> <p>Activities for which expulsion must be considered under section 310(1) of the Education Act</p> <input type="checkbox"/> Possessing a weapon, including possessing a firearm. <input type="checkbox"/> Using a weapon to cause or to threaten bodily harm to another person. <input type="checkbox"/> Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner. <input type="checkbox"/> Committing sexual assault. <input type="checkbox"/> Trafficking in weapons or in illegal drugs. <input type="checkbox"/> Committing robbery. <input type="checkbox"/> Giving alcohol to a minor. <input type="checkbox"/> Any other activity for which a pupil may be expelled under a policy of a board. <i>[Note: Boards must specify on this form any other activities for which the board may expel according to board policy.]</i>
5. Report Submitted By: Name: _____ Signature: _____ Date: _____	
Contact Information: Location: _____ Telephone: _____	

Appendix 2 – Incident Reporting Form, Part II

SAFE SCHOOLS INCIDENT REPORTING FORM – PART II ACKNOWLEDGEMENT OF RECEIPT

Report No: _____

Report Submitted By: Name: _____

Date: _____

Action Taken

No Action Required

(Principal): Name: _____ Signature: _____

Date: _____

Note: Only Part II to be returned to the person who reported.