

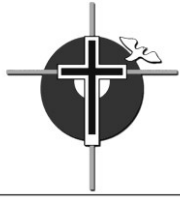
1. Purpose

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 any member of the whole-school community becomes aware that a student has engaged in a serious incident they must report the matter to the principal as soon as reasonably possible. In any case, a Safe Schools Incident Reporting Form Part I (see Appendix I) must be submitted to the principal no later than the end of the school day.
- 2.2 The principal must investigate all reports submitted. Once the investigation is complete, the principal must communicate the results of the investigation to the teacher who made the report using the Safe Schools Incident Reporting Form Part II (see Appendix II). If a board employee who is not a teacher made the report, the principal will communicate the results of the investigation to that employee if the principal considers it appropriate. The principal must not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation.
 - a) If no further action is taken by the principal, there is no requirement to retain the report and it should be destroyed.
 - b) 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.

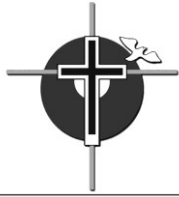
3. Guidelines

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 <i>Education Act</i></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 <i>Education Act</i></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"/> Bullying (if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person) <input type="checkbox"/> Any activity listed in subsection 306(1) that is motivated by bias, prejudice, or hate <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: _____ Role in the School Community: _____ Contact Information: Location: _____ Telephone: _____	
6. FOR PRINCIPAL'S USE ONLY: Check if incident was a violent incident, as defined in Policy/Program Memorandum No. 120. <input type="checkbox"/> Violent Incident Information is collected under the authority Part XIII of the Education Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and shall be used for the purpose of student discipline. Questions about information collected on this form shall be directed to the school principal.	

Appendix 2 – Incident Reporting Form, Part II

SAFE SCHOOLS INCIDENT REPORTING FORM – PART II ACKNOWLEDGEMENT OF RECEIPT

Report No: _____

Report Submitted By: Name: _____ Date: _____

Investigation completed

- Principal to communicate results to the teacher at a mutually convenient time*
- Principal to communicate results to other board employee at a mutually convenient time, as appropriate*

Investigation in progress

- Once investigation is completed, principal to communicate results to the teacher at a mutually convenient time*
- Once investigation is completed, principal to communicate results to other board employee at a mutually convenient time, as appropriate*

Name of Principal: _____

Signature: _____ Date: _____

Note: Only Part II is to be given to the person who submitted the report.

* In accordance with s.300.2 of the Education Act, after investigating a matter reported by an employee, the principal shall communicate the results of the investigation to the teacher or other board employee who is not a teacher as appropriate. In accordance with the Municipal Freedom of Information and Protection and Privacy Act and the Education Act, when reporting results of the investigation, the principal shall not disclose more personal information than is reasonably necessary for the purpose of communication the results of the investigation.