



Durham District School Board

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C.F.-03

Sec.-22/23

Elem.-22/23

MEMO TO: Superintendents, System Leads, Elementary Principals, Secondary Principals, Elementary Vice-Principals, Secondary Vice Principals

FROM: Gary Crossdale, Superintendent of Equitable Education, Positive School Climates

RE: Ministry Safe Schools Incident Reporting Form and Retention of Suspensions

DATE: August 30, 2022

The Ministry ***Safe Schools Incident Reporting Form*** should be completed by staff when a student has done something that is likely to lead to a suspension or a suspension pending an expulsion (a serious student incident.) The Ministry *Safe Schools Incident Reporting Form* (see attached) should be used in addition to your regular “Behaviour/Incident Reporting Form”. Since the Ministry *Safe Schools Incident Reporting Form* is to be used for serious infractions, there needs to be a conversation between the staff member who completed the form and an administrator. Although preferable, this does not have to happen prior to the completion of the form (the form is available online – Employee Self Serve - Forms.) Employees will complete Part A online, Part B will be completed by the Principal and returned online to the employee. A more fulsome debrief of the incident should occur with the staff member following the investigation into the incident.

Many of you have developed “Behaviour/Incident Reporting” forms that incorporate restorative questions, and as a result provides a learning opportunity for students. These forms should continue to be used for day-to-day behavioural infractions.

School-based behaviour forms and the Ministry *Safe Schools Incident Reporting Forms* can be used to identify the effectiveness of the Positive School Climates initiatives you are implementing as part of your Bullying Prevention and Intervention Plan Promoting Healthy Relationships within Positive School Climates. For example, a school would gather data on behavioural infractions, implement a strategy based on the data, and then evaluate the effectiveness of the initiative (Please refer to the resources on SPARK – Positive School Climates for suggestions).

When a Ministry *Safe Schools Incident Reporting Form* is completed, it is supposed to be placed in the student’s Ontario Student Record (OSR). This expectation also applies to any suspension forms associated with the incident. To simplify the organization of this process, it is suggested that schools print and file these forms in a secure binder by month, and only move them to the OSR when a student transfers from the school. Since the Ministry *Safe Schools Incident Reporting Forms* are supposed to be placed in the OSR, the guidelines for the OSR apply. This means, based on the provisions in the OSR Guidelines,

that teaching staff, parents and legal guardians have the right to examine the forms. In addition, when you receive an OSR, if there are Ministry Safe Schools Incident Reporting or suspension forms in the OSR they should be removed and placed in your binder. The *Ministry Safe School Incident Reporting Form* is only kept for one calendar year. Suspensions are retained electronically for two school years. At the end of the calendar year, the Ministry Reporting and suspension forms should be shredded. Please refer to Policies and Procedures: *Code of Conduct*, and Policy and Procedure: *Positive School Climate* for more details.



Safe Schools Incident Reporting Form
(CONFIDENTIAL)

Report No: 801-2018/07/17-

Part I: to be completed by the employee.

Name of School : 801 AREA 1

Name of Student(s) Involved :

Location of Incident (check primary location) :

☐ At a location in the school or on school property (please specify)

☐ At a school-related activity (please specify)

☐ On a school bus (please specify route number)

☐ Other (please specify)

Time of Incident : Date:

Incident Time:

Type of Incident (check all that apply) :

Activities for which suspension must be considered under section 306(1) of the Education Act

- ☐ Uttering a threat to inflict serious bodily harm on another person
- ☐ Possessing alcohol or illegal drugs
- ☐ Being under the influence of alcohol
- ☐ Swearing at a teacher or at another person in a position of authority
- ☐ 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
- ☐ Bullying
- ☐ Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board

Other suspendable infractions including but not limited to:

- ☐ possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
- ☐ being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
- ☐ smoking on school property;
- ☐ committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
- ☐ stealing property;
- ☐ engaging in intimidation, extortion, harassment, or verbal aggression;
- ☐ misusing or misappropriating school property or services, including computers and other technology systems;
- ☐ engaging in hate motivated incidents;
- ☐ engaging in gang related activity;
- ☐ possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
- ☐ committing physical assault on another person;
- ☐ engaging in or encouraging a fight;
- ☐ engaging in conduct that constitutes opposition to authority;
- ☐ demonstrating poor attendance that warrants disciplinary action;
- ☐ engaging in behaviour that is disruptive to the learning environment of the class or school;
- ☐ engaging in conduct that is detrimental to the moral tone of the school;
- ☐ wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
- ☐ engaging in unauthorized gambling or games of chance.

Activities for which expulsion must be considered under section 310(1) of the Education Act

- ☐ Possessing a weapon, including possessing a firearm
 - ☐ Using a weapon to cause or to threaten bodily harm to another person
 - ☐ Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
 - ☐ Committing sexual assault
 - ☐ Trafficking in weapons or in illegal drugs
 - ☐ Committing robbery
 - ☐ 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)
 - ☐ Giving alcohol to a minor
 - ☐ Any other activity that, under a policy of a 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.
- Other suspendable infractions including but not limited to:
- ☐ assault/physical intimidation of an employee;
 - ☐ any activity for which suspension must be considered that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor;
 - ☐ committing an act of vandalism which can be regarded as particularly egregious, due to factors such as seriously compromising the learning environment, or posing a significant safety risk to others;
 - ☐ hate motivated violence;
 - ☐ gang related violence;
 - ☐ trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes;
 - ☐ uttering threats or threatening conduct intended to intimidate;
 - ☐ engaging in harassment;
 - ☐ ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

Report Submitted By: Name : LORI CLINT

Role in School Community: ADMINISTRATIVE ASST - SUPT OF ED / AREA / 801 / AREA 1

Contact Information: Location: Telephone:

☐ Employee Violent Incident Form Submitted

ACKNOWLEDGEMENT OF RECEIPT OF REPORT

Part II: to be completed by the Principal/Supervisor.

Investigation completed

Investigation in progress

Name of Principal: RICHARD KENNELLY

Date: