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Sec.-22/23
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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)

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