

Procedure Title	Safe Schools Incident Reporting		
Date of Issue	February 2, 2010	Related Policy	BP 6820; BP 6821; BP 6825
Revision Dates	December 2, 2010 March 29, 2011 October 5, 2011	Related Forms	AF 6819 (SMART Form – Part I & II); AF 2810
Review Date		Originator	Administrative Council
References			
AP 6801-D “Police/School Protocol”; AP 1405-D “Board Hearings and Appeals to the Board - Expulsions”; AP 1406-D “Board Hearings and Appeals to the Board - Suspensions”; BP and AP 6825-D “Progressive Discipline”; BP and AP 6821-D “Bullying Prevention and Intervention”; BP and AP 6501-D “Transportation”; Bill 157 “Keeping Our Kids Safe At School Act”; Policy/Program Memorandum No. 144 “Bullying Prevention and Intervention”; Policy/Program Memorandum No. 145 “Progressive Discipline and Promoting Positive Student Behaviour”; AP 2810 “Delegation of Authority (Principal)”; Policy/Program Memorandum No. 120 “Reporting Violent Incidents to the Ministry of Education”			

Procedure:

Rationale

Bluewater District School Board believes that a focus on prevention and early intervention is the key to maintaining a positive school environment in which students can learn. Early intervention strategies will help prevent unsafe or inappropriate behaviours in school and in school-related activities.

The purpose of responding to incidents of inappropriate and disrespectful behaviour is to stop and correct it immediately so that the students involved can learn that it is unacceptable.

Procedure

Responding to Incidents

Bluewater District School Board employees who work directly with students – administrators, teachers, and educational support staff (including student services staff, office professionals and technicians, custodians and educational assistants) – must respond to any student behaviour that is likely to have a negative impact on the school climate if, in the employee's opinion, it is safe to respond to it, and it is in accordance with subsection 300.4 of Part XIII of the Education Act and Ontario Regulation 472/07. Such behaviour includes all inappropriate and disrespectful behaviour occurring at any time at school and at any school-related event. In addition to employees of the board, school bus drivers are also required to report such incidents in writing to the principal of the school (see BP & AP 6501-D).

Such inappropriate behaviour may involve:

- Swearing;
- Homophobic or racial slurs;
- Sexist comments or jokes;
- Graffiti, or vandalism; and
- Behaviour identified under sections 306 and 310 of the Education Act (incidents for which suspension or expulsion must be considered – Appendix B).

Responding may include the following:

- Asking a student to stop the inappropriate behaviour;
- Naming the type of behaviour and explaining why it is inappropriate and/or disrespectful; and
- Asking the student to correct the behaviour (e.g., to apologize for a hurtful comment and/or to rephrase a comment) and to promise not to do it again.

By responding in this way, employees immediately address inappropriate student behaviour that may have a negative impact on the school climate. When employees are aware that an incident involves a student with special education needs, they are expected to respond in a way that is appropriate.

Ontario Regulation 472/07 specifies that board employees are not required to respond to incidents when, in their opinion, responding would cause immediate physical harm to themselves or to a student or another person. However, for incidents for which suspension or expulsion must be considered, board employees must report these to the principal and confirm their report electronically (**AF 6819-I Safe Schools Incident Reporting SMART Form (Part I)**). For other incidents, where suspension or expulsion would not be considered but board employees feel it is not safe to respond, they will be expected to inform the principal verbally as soon as possible. For example, a board employee would not be required to respond if it would mean having to leave a student with special education needs who would be in danger if left alone.

Reporting to the Principal

The purpose of reporting incidents of inappropriate and disrespectful behaviour is to ensure that the principal is aware of any activities taking place at school, school-related activity or on a school bus for which suspension or expulsion must be considered.

Section 300.2 of Part XIII of the Education Act states that an employee of the board who becomes aware that a student at a school of the board may have engaged in an activity for which suspension or expulsion must be considered shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day.

In cases where an immediate action is required, a verbal report to the principal may be made. A written report must be made when it is safe to do so.

All employee reports made to the principal will be confirmed electronically, using **AF 6819 Safe Schools Incident Reporting SMART Form (Part I)**. The principal will complete Part II of AF 6819, which will provide electronic acknowledgement of receipt to the person who submitted the report. Each report will be assigned a report number.

If the principal has decided that action must be taken as a result of an incident of bullying, he or she will file a copy of the reporting form with documentation indicating the action taken in the Ontario Student Record (OSR) of the student whose behaviour was inappropriate. The names of all other students that appear on the form – both aggressors and victims – must be removed from the form before it is filed in the student's OSR.

Where the principal has taken action in the case of more than one student, a copy of the reporting form and documentation indicating the action taken must be filed in the OSR of each student whose behaviour was inappropriate. The names of all other students that appear on the form – both aggressors and victims – must be removed from the form before it is filed in the OSR of the student whose behaviour was inappropriate.

In the case of the victim, no information about the incident must be placed in his or her OSR, unless the victim or parent of the victim expressly requests that it be placed in the OSR.

In situations where the victim is also an aggressor and the principal has taken some action short of suspension, no information about the incident must be placed in this student's OSR if the principal has decided not to notify

this student's parents. However, if the principal has notified this student's parents, information regarding the incident and the action taken will be placed in the OSR.

The form and documentation must be kept in the OSR for a minimum of one year.

In all cases, the principal must complete Part II of **AF 6819 Safe Schools Incident Reporting SMART Form**, which will provide the employee who reported the incident with electronic acknowledgement of receipt of the report. The Principal must specify whether action has been taken or no action is required in order to complete the form. Possible actions taken can include anything on the progressive discipline continuum (Refer to BP & AP 6825-D Progressive Discipline).

If no further action is taken by the principal, the principal is not required to retain the report, and should destroy it. Information that could identify the student(s) involved must not be part of the acknowledgement.

Notice to Parent/Guardian of Victim(s)

Section 300.3 of the Education Act requires principals to inform parent(s)/guardian(s) of students who have been harmed as a result of any incident for which suspension or expulsion must be considered unless:

- The victim is 18 years old or over;
- The victim is 16 or 17 years old and has withdrawn from parental control; or
- In the opinion of the principal, doing so would put the victim at risk of harm from the parent/guardian

Under the amended Behaviour, Discipline and Safety of Pupils Regulation (472/07) if the principal makes the decision to not notify the parent(s)/guardian(s) of a victim, the principal must:

- Document the rationale for the decision not to notify the parent or guardian of the pupil;
- Inform the appropriate supervisory officer of this decision;
- If the teacher reported the harm to the principal, inform the teacher of the decision; and
- If they determine it is appropriate to do so, inform other Bluewater District School Board employees not to notify the parent(s)/guardian(s) of the pupil.

When notifying the parent(s)/guardian(s) of a victim, section 300.3(4) of the Education Act requires a principal to disclose the following:

- The nature of the incident that resulted in harm to the student;
- The nature of the harm to the student; and
- The steps taken to protect the student's safety, including the nature of any discipline in response to the incident.

Principals must NOT share the name of the aggressor or any other identifying or personal information with the parent(s)/guardian(s) of the victim beyond what is listed above.

APPENDIX A
HOW TO HANDLE HARASSMENT
IN THE HALLWAYS IN THREE MINUTES
(From the Toronto District School Board)

1. STOP the harassment.

- Interrupt the comment/halt the physical harassment.
- DO NOT pull students aside for confidentiality unless absolutely necessary.
- Make sure all the students in the area hear your comments.
- *It is important that all students, whether onlookers, potential targets, or potential harassers, get the message that students are safe and protected in this school.*

2. IDENTIFY the harassment.

- Label the form of harassment: “You just made a harassing comment/put-down based upon race (religion, ethnicity, abilities, gender, age, sexual orientation, economic status, size, etc.).”
- Do not imply that the victim is a member of that identifiable group.
- A major goal is to take the “spotlight” off the target and turn the focus to the behaviour. Students should realize what was said, regardless of what was meant (e.g., kidding).

3. BROADEN the response.

- Do not personalize your response at this stage: “At this school we do not harass people.” “Our community does not appreciate hateful/thoughtless behaviour.”
- Re-identify the offensive behaviour: “This name calling can also be hurtful to others who overhear it.”
- “We don’t do put-downs at this school” specifically includes those listening, as well as the school community in general. Even if they were “only kidding”, harassers must realize the possible ramifications of their actions.

4. ASK for change in future behaviour.

- Personalize the response: “Chris, please pause and think before you act.”
- Check in with the victim at this time: “If this continues, please tell me, and I will take further action. We want everyone to be safe at this school.”
- Now turn the “spotlight” on the harasser specifically, asking for accountability. Again, be sure not to treat the target like a helpless victim. Rather, plainly give him/her this responsibility on behalf of others.

APPENDIX B

Activities for which Suspension or Expulsion MUST be considered

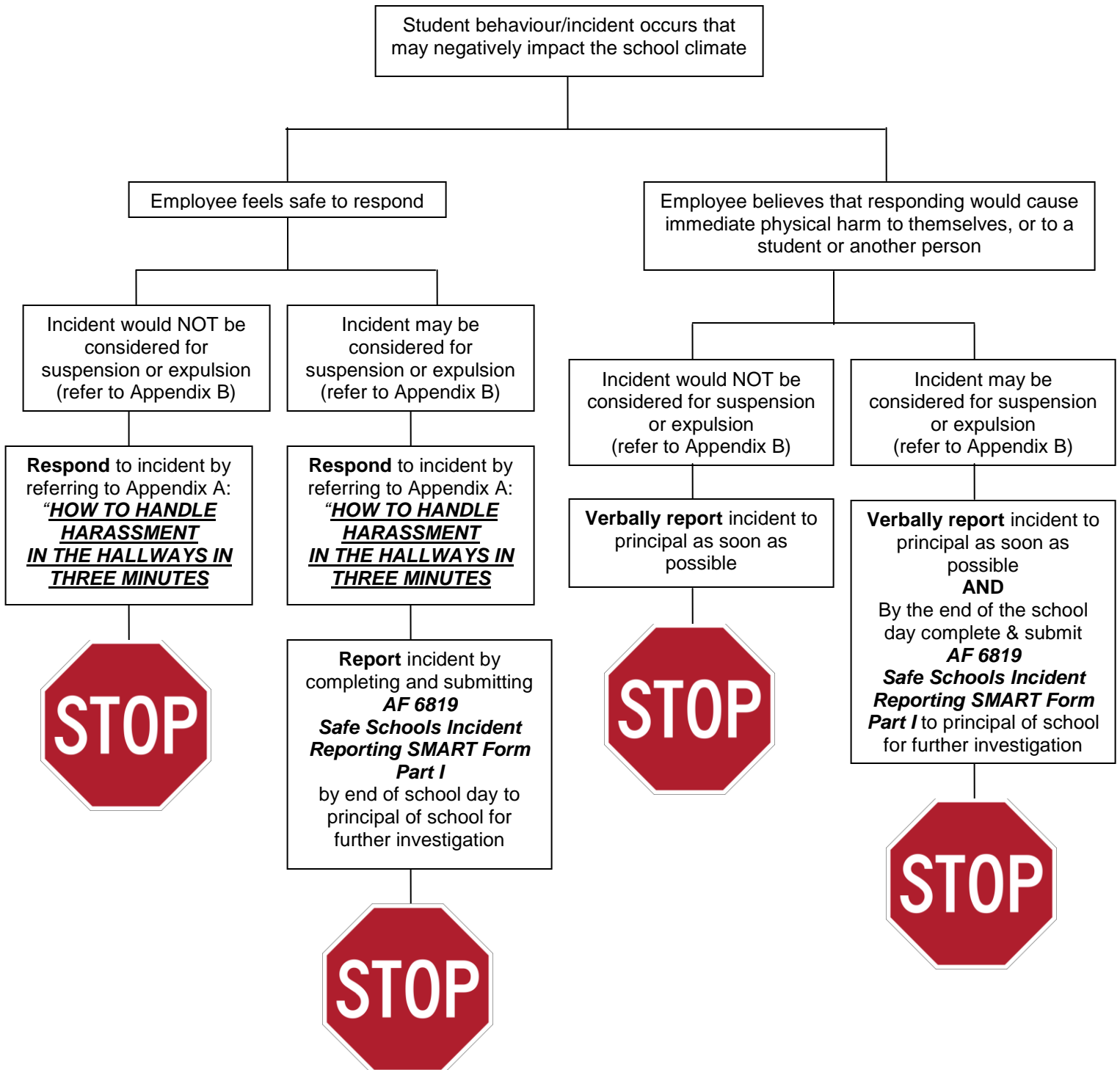
Activities for which suspension must be considered under section 306(1) of the Education Act

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or drugs
- Being under the influence of alcohol or drugs
- 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
- Persistent absence
- Persistent opposition to authority
- Habitual neglect of duty
- Wilful destruction of school property
- The use of profane or improper language
- Conduct inconsistent with the Code of Conduct of the school or to the physical or mental well being of others in the school

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 drugs
- Committing robbery
- Extortion
- Giving alcohol to a minor
- Any other activity for which a pupil may be expelled under board policy
- Hate and/or bias motivated violence
- Vandalism (causing extensive damage or impact on the school)
- Refractory conduct

APPENDIX C
Safe Schools Incident Reporting Flowchart for Board Employees (except principals)



- Principal will follow Safe Schools policy and procedure (BP/AP 6820-D) to investigate and determine appropriate consequences.
- **OSR FILING:** If the Principal has decided that action must be taken as a result of an incident, he/she will file a copy of the reporting forms (PART I and II) with documentation indicating the action taken in the Ontario Student Record (OSR) of the student whose behaviour was inappropriate.
 - The names of all other students that appear on the form – both aggressors and victims – must be removed from the form before it is filed in the student's OSR