Student Discipline Reporting Process

Employee becomes aware of infraction for which student may be suspended or expelled.

Employee reports to Principal at earliest, safest opportunity, no later than the end of the day.

Employee completes Safe Schools Incident Reporting Form – Part 1 (Form 15A) and gives it to the Principal no later than the end of the day.

Principal assigns report # to Reporting Form – Part 1 and investigates to determine next step.

**ACTION TAKEN**

- If victim is also involved in inappropriate behavior, Principal removes identifying names of other students & files a copy of Form 15A (Part 1) in victim’s OSR, ONLY IF the parent of the victim has been informed, for balance of the school year.

- If victim was not involved in inappropriate behavior only file Form 15A (Part 1) in OSR if parent of the victim consents/requests for balance of school year and next school year.

  *Attach progressive discipline notes.

**NO ACTION TAKEN**

- Principal removes identifying about other students & files a copy of Form 15A (Part 1) in student’s OSR for balance of the school year + next school year.

- Principal retains form 15A (Part 1) for the balance of school year or longer if necessary (e.g., Human Rights case underway); Principal destroys Form 15A (Part 1) at end of year (unless Human Rights underway)

Principal provides acknowledgement of receipt, Safe Schools Incident Reporting Form – Part 2 (Form 15B), to employee

Employee Response when Action Taken:
- Destroy Form 15B (Part 2)
- Or
- Retain Form 15B (Part 2) in secure location

Employee Response when No Action Taken:
- Destroy Form 15B (Part 2)

**Principals shall retain original copies of Form 15A (Part 1) for balance of school year and the following school year, at which time it shall be destroyed unless the matter is before Ontario Human Rights.**