

PROCEDURE 380	
Adopted	October 2008
Last revised	November 2023
Review date	November 2028

REPORTING VIOLENT INCIDENTS TO THE MINISTRY OF EDUCATION

1) PURPOSE

The following administrative procedure provides guidelines and expectations regarding the mandatory record keeping of violent incidents and the transfer of this information.

2) DEFINITIONS

Extortion - The use of threats, intimidation, or violence towards a person to obtain something of value from that person or someone else, or to cause that person or someone else to do something.

Hate and/or bias-motivated occurrences - Incidents (e.g., involving statements, words, gestures) motivated by hatred or bias towards an identifiable group (i.e., a group distinguished by colour, race, religion, gender, sexual orientation, or ethnic origin) that are publicly communicated and that are wilfully intended to promote or incite bias or hatred against such a group.

Possessing a weapon, including possessing a firearm - Any article designed as a weapon or used or intended to be used for the purpose of threatening, intimidating, or injuring a person. All firearms, including replica firearms and imitation firearms, are always considered weapons.

Robbery - The use of violence or threats of violence to steal money or other property from a victim.

Sexual assault - Any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim. The term refers to a range of behaviours that involve the use of force or control over the victim. In some cases, no overt physical force is used – instead, the victim may be threatened with words or pressured into doing something they don't want to do.

3) PROCEDURES

All violent incidents (including electronic communication) that occur on school premises during school-run programs must be reported to the Ministry, whether the violent incident was committed by a student of the school or whether it was committed by any other person. The incidents are documented using the Violent Incident Form 380-1 (for the OSR) and in Aspen (for Ministry reporting purposes).

Violent incident - is defined as the occurrence of any one of the following or the occurrence of a combination of any of the following:

- possessing a weapon, including possessing a firearm
- physical assault causing bodily harm requiring medical attention (from a licensed medical practitioner)
- sexual assault
- robbery
- using a weapon to cause or to threaten bodily harm to another person
- extortion
- hate and/or bias-motivated occurrences

In the event of a violent incident that meets the definition above, the Principal will complete the Violent Incident Form 380-1 and email a copy to Safe Schools Superintendent and Safe Schools Executive Assistant for all Ministry-defined violent incidents.

a) If the student is formally suspended or expelled,

- i) File Form 380-1 in the OSR with a copy of the suspension and/or expulsion letter.
 - a. The Violent Incident Form shall not contain the names of other students - either victims or witnesses - and the description of the incident should be detailed and complete in relating the facts of the incident.
 - b. If the student transfers to another school, the information in the OSR relating to a violent incident (as per the definition above) will remain in the OSR.
- ii) The violent incident will be indicated in Aspen (for Ministry reporting purposes). Aspen recording process is as follows:

The screenshot shows a form with the following fields and values:

- Code: Suspension
- Start date: 9/20/2023
- Duration (days): 10
- End date: (empty)
- Authority type: Principal
- Description: This is a description of the the violent incident.
- Notification date: 9/20/2023
- Notification time: (empty)
- Violent incident: (highlighted with a red circle)
- OSR insertion date: (empty)
- OSR removal date: (empty)
- Susp/Exp Program: Both Academic and Non-academic
- Program Status: (empty)
- Non-academic program: (empty)
- Date to appeal by: (empty)
- Annual under review:

- b) In the event of a violent incident by a staff member or other person the principal will consult with the appropriate superintendent regarding next steps to ensure safety for staff and students.
- c) In addition to this procedure, school administrators will follow all other Board procedures related to ensuring safe learning and working environments.
- d) When suspension data is pulled for mid-year and end-of-year reporting, the central Safe Schools team will pull Ministry-defined violent incident data from the Student Information System (i.e., Aspen, Form 380-1s) and ensure that each violent incident meets the Ministry criteria.
- e) The central Safe Schools team will also review the suspension data and ensure that violent incidents were correctly documented in Aspen when the infraction meets the Ministry definition of a violent incident.
- f) Two annual reports of all violent incidents as defined in this Administrative Procedure are submitted to the Ministry of Education

Legal references

- Education Act, section 265 Duties of Principal; section 286 Duties of Supervisory Officers; Part XIII Behaviour, Discipline and Safety
- Ontario Occupational Health and Safety Act
- Policy/Program Memorandum 120: Reporting violent incidents to the Ministry of Education
- [Ontario Ministry of Education: The Road Map to Reporting Workplace Violence in Ontario School Boards](#)
- Provincial Model for a Local Police/School Board Protocol, 2015

District references

- Administrative Procedure 378 - Progressive Discipline and Promoting Positive Student Behaviour
- Administrative Procedure 379 - Safety Plans - Management Process for Risk of Injury Behaviours
- Administrative Procedure 385 - Community Threat Assessment
- Administrative Procedure 393 - Police Protocol
- Administrative Procedure 420 - Occupational Health and Safety
- Administrative Procedure 421 - Safe Workplace - Violence in the Workplace