This form is to record information for inclusion in the O.S.R. relating to serious violent incidents leading to:

[ ] Reports to the Police

**AND/OR**

[ ] Suspension or Expulsion

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_

**A. Description of Violent Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Police Contact (if reported to police): See also Section D**

Date of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Police Investigation at the School: \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Investigating Officer(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. School/Board Response (check one):**

[ ] Suspension [ ] Expulsion [ ] Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Attach a copy of the letter of suspension or expulsion.)***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s/Designate’s Signature Date of Inclusion in OSR

This form is to be included in the OSR

(See reverse side for information re: “Removal of Information from the OSR”.)

continued...

**D. NOTE:** For students twelve years of age and older, the following categories of serious violent incidents must be reported to the police.

**Please check all appropriate categories below pertaining to this incident**

Category of Incident

all deaths;

physical assault causing bodily harm requiring medical attention;

sexual assault;

robbery;

criminal harassment;

relationship-based violence;

possessing a weapon, including possessing a firearm;

using a weapon to cause or to threaten bodily harm to another person;

trafficking in weapons or in illegal drugs;

possessing an illegal drug;

hate and/or bias motivated occurrences; extortion;

arson;

gang related occurrences;

vandalism causing serious damage;

bomb threats

Although the categories described above must be reported, parties are free to seek police involvement in incidents of violence that fall outside these categories, if they decide that such involvement is appropriate. (Please refer to the Police/School Board Protocol under Policies and Procedures on the Board’s website.)

**REMOVAL OF INFORMATION FROM THE OSR\***

* The information relating to suspension for violent behaviour shall not be removed from the OSR unless three consecutive years have passed during which no further suspensions for serious violent incidents have taken place.
* The information relating to expulsion shall be removed five years after the date on which the school board expelled the student.
* Where an expelled student has been readmitted to school by a school board, and is expelled again, the information relating to the expulsions shall not be removed from the OSR until five consecutive years have passed without any further expulsion.
* Where a student has not been suspended or expelled, the Violent Incident Form shall be removed after three years if no further serious violent incident is reported to the police during that time.

[\*Source: Ontario Ministry of Education and Training, Violence-Free Schools Policy, 1994]

Revised February 2002