MEMORANDUM TO: Directors of Education
Supervisory Officers and Secretary-Treasurers of School Authorities
Principals of Elementary School
Principals of Secondary Schools
Principals of Provincial and Demonstration Schools

FROM: Kevin Costante
Deputy Minister

DATE: May 16, 2011

SUBJECT: Revised Policy/Program Memorandum 120 - Reporting Violent Incidents to the Ministry of Education

I would like to take this opportunity to provide you with the following three documents:

- Policy/Program Memorandum (P/PM) 120
- school board violent incident reporting tool for 2011/12
- questions and answers.

Specific changes to P/PM 120 include:

- an updated definition of violent incidents that align with the recently released Provincial Model for a Local Police/School Board Protocol, 2011;
- a requirement for boards to annually report the total number of violent incidents that have occurred through the ministry’s Ontario School Information System (OnSIS); and
- a requirement for boards to collect and analyse data about the nature of these violent incidents in order to support the development of board policies and to better inform board and school improvement plans.

As OnSIS will not be able to accommodate violent incident reporting for the 2011/12 school year, the ministry is using an alternative method to collect this data. To support this process, the attached reporting tool has been developed for board use and includes instructions on reporting this information to the ministry.
We are also attaching a set of questions and answers on the new requirements in P/PM 120. The set of questions and answers include some scenarios to help clarify when principals are required to report a violent incident.

Boards will be responsible for informing their principals of these new requirements, and for reporting school-based data to the ministry using the reporting tool. Starting in the 2012/13 school year, board reporting of violent incidents will transition to OnSIS.

The ministry appreciates the work that boards have undertaken as we all continue to work to make our schools safer.

If you have any questions regarding the attachments, please contact the ministry office in your region. A contact list of regional office managers is attached.

Kevin Costante
Deputy Minister

Attachments

c. Ministry of Education Regional Office Managers
   Brian Fleming Research and Learning Library
Regional Office Managers

Barrie Regional Office
Manager: Joan Fullerton
Phone: 705.725.7631

London Regional Office
Manager: Gerry Treble (A)
Phone: 519.667.2044

Ottawa Regional Office
Manager: Denis Chartrand
Phone: 613.225.9210 ex. 123

North Bay/Sudbury Regional Office
Manager: Stephen Simard (A)
Phone: 705.497.6891

Thunder Bay Regional Office
Manager: Carol-Lynne Oldale (A)
Phone: 807.474.2990

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Manager: Michael O'Keefe
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