Ontario School Information System (OnSIS)

User Guide:
Suspensions/Expulsions

Release 2A
For School Boards and School Authorities
July 2006 – Updated Version
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Purpose of This User Guide

This guide has been developed as a resource to help users understand the features of the Ontario School Information System (OnSIS) application for:

- Suspensions/Expulsions

The guide combines step-by-step instructions, along with a comprehensive look at each of the functions.

**Note**: Some of the screens that appear online may not be exactly as shown in this guide.

Users are strongly encouraged to read this user guide and all supplemental documents, posted on the What’s New? section of the OnSIS application, to ensure that they are aware of all aspects of OnSIS and related policies and procedures.
Ministry Support

Inquiries regarding the Ontario School Information System and related policies and procedures should be directed to:

Ontario School Information System (OnSIS)
Information Management Branch
Ministry of Education
Suite 422, 777 Bay Street
Toronto, ON  M5G 2E5

Telephone: 1-888-275-5934 or 416-212-6366
Monday to Friday (excluding holidays)
8:30 am to 4:30 pm
Email: onsis_sison@edu.gov.on.ca
Fax: 416-212-2763
Logging into OnSIS

1. To log in to OnSIS go to the following extranet URL:

   https://www.gsa.gov.on.ca

2. Click **English**.

3. Enter your user name and password.

4. Under **Education/Éducation**, click **OnSIS**.

5. Click **Enter**.

6. Click **Agree** to the OnSIS Privacy Impact Assessment Page.

7. The OnSIS Home Page will be displayed, including a blue function menu bar.

8. A user with access to more than one school will have to use the dropdown menu to select the appropriate school.
Accessing the School Data Submission Menu

This section provides an overview of the menu structure of OnSIS that leads to the School Data Submission menu.

![Menu Diagram]

SCHOOL DATA SUBMISSION

- Educator
- Class
- Student
- Suspensions/Expulsions
- School-Work Transition Programs
- Technology In Schools
Accessing the Suspension and Expulsion Forms

Note: Information on suspensions/expulsions is collected at the end of the school year in June.

1) From the School Data Submission (School Collection) menu, click Suspensions/Expulsions. The Incident Information form will appear.

Overview of Suspensions and Expulsions

Suspensions and expulsions are mandated by the Ontario Ministry of Education under Bill 81 as part of the Safe Schools Act. For more information on Safe Schools and suspensions and expulsions, go to the following website:

http://www.edu.gov.on.ca/safeschl/eng/ssa.html

The following forms are used to collect data on suspensions and expulsions:
- Incident Information form
- Students Involved in Incident form
- Incident Outcome Information form
- Appeal/Outcome Information form
Incident Information Form

The **Incident Information** form allows an authorized user to view, add, edit and delete information about an incident (suspension/expulsion).

### INCIDENT INFORMATION

- Indicates that this data must be provided

<table>
<thead>
<tr>
<th>Incident Id</th>
<th>* Date Of Occurrence</th>
<th>* Time Of Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Incident Site
  - Select a Site

- Reported To Police
  - Yes
  - No

[Save]

### LIST OF INCIDENTS TO DATE

<table>
<thead>
<tr>
<th>Incident Id</th>
<th>Date Of Occurrence</th>
<th>Reported To Police</th>
<th>Incident Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>04100005</td>
<td>2004/10/20</td>
<td>N</td>
<td>Hallway</td>
</tr>
<tr>
<td>04100001</td>
<td>2004/10/07</td>
<td>N</td>
<td>Classroom</td>
</tr>
<tr>
<td>04100006</td>
<td>2004/10/05</td>
<td>N</td>
<td>Parking Lot</td>
</tr>
</tbody>
</table>

#### Notes

a) **Incident ID** is system generated once the form is successfully saved.
b) An optional field named **Your Reference Number** has been added to the school data submission batch file (in the Incident Information section), the results file and the Incident Information related extracts. This field has been incorporated to provide Boards a way to link incident IDs back to the Incident IDs in their SMS systems. The field is 15 characters long and in an alphanumeric format.
c) At the start of a new academic year, this form will be pre-populated if the resolution for all students involved in the incident has not been achieved.
d) The format for entering the time is **HH:MM**.

#### Add/Update Incident Information Screen

1) To add a new incident, enter the information and then click **Save**.
2) To update information in an existing incident, click the blue hyperlink from the List of Incidents To Date, make the necessary changes, and then click Save.

3) If an error message is displayed, follow the instructions on the screen to correct the data, and click Save again.

4) If a warning message is displayed, check to ensure that what has been entered is correct. If it is not, click Cancel, make any necessary changes, and then click Save again. If the information is correct, click Continue.

5) If successful, the form will be refreshed with the updated information, the message “Submit Successful” will appear at the top of the screen, and additional buttons, including List of Students Involved in Incident, Add Incident, and Delete will appear.

6) The new incident will also be added to the List of Incidents To Date.
From this screen a user can:

1) Delete an Incident
2) Add an Incident
3) Return to the Students Involved in Incident form
4) Return to the School Data Submission (School Collection) menu

**Delete Incident Information Record(s)** *(Use only if an incident record has been created by mistake.)*

1) Click **Delete** at the bottom of the Incident Information screen.

2) A confirmation message will be displayed asking, “Are you sure that you wish to delete …. ?” Click **OK**.

3) If successful the page will be refreshed and the message, **Incident has been deleted** followed by the incident number will appear at the top of the screen

**Note:** All students who have been attached to the incident will automatically be removed.
Students Involved in Incident Form

The Students Involved in Incident form allows an authorized user to view, add, edit and delete students involved in an incident, including information regarding the type of infraction in which the student was involved.

Accessing the Students Involved in Incident Form

This form can only be accessed from the Incident Information form.

1) From the Incident Information form, click List of Students Involved in Incident.
The **Student Incident Information** form will be displayed.

2) At the bottom of the screen a user can click **Add Student** to add a new student, or click on the blue hyperlink of an existing student in the **Students Involved in Incident List** to view, update or delete that student’s record.

---

**Students Involved in Incident List**

<table>
<thead>
<tr>
<th>OEN</th>
<th>Student Name</th>
<th>Infraction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>338-514-037</td>
<td>McKenzie, Barbara</td>
<td>Swearing</td>
</tr>
<tr>
<td>417-955-200</td>
<td>Zhang, Ron</td>
<td>Alcohol to Minor</td>
</tr>
</tbody>
</table>

---

**Adding a New Student**

1) Click **Add Student**. The **Verification Criteria** form will be displayed.

---

**Verification Criteria**

* indicates that this data must be provided

* OEN

* Legal Last Name

* Legal First Name

Legal Second Name

Date of Birth

* Gender

---

**Students Involved in Incident List**
2) Enter the information and click **Verify**.

The student’s information will be verified against the OEN database. The data entered must match exactly.

3) If an error message is displayed, follow the instructions on the screen to correct the data, and click **Save** again.

4) If successful, the form will be refreshed, and the student’s name will be pre-populated into the **Student Incident Information** section of the form.

---

### Student Incident Information

* Indicates that this data must be provided

<table>
<thead>
<tr>
<th>Incident Id</th>
<th>Date Of Occurrence</th>
<th>Time Of Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>05100001</td>
<td>2005/10/14</td>
<td>12:15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident Site</th>
<th>Reported To Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria/Lunch Room</td>
<td>No</td>
</tr>
</tbody>
</table>

#### Students Involved in Incident List

<table>
<thead>
<tr>
<th>OEN</th>
<th>Student Name</th>
<th>Infraction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>338-514-037</td>
<td>McKenzie, Barbara</td>
<td>Swearing</td>
</tr>
<tr>
<td>417-955-200</td>
<td>Zhang, Ron</td>
<td>Alcohol to Minor</td>
</tr>
</tbody>
</table>

---

**Accessing a Record for an Existing Student**

1) Click the blue hyperlink for that student from the **Students Involved In Incident List**. The **Student Information** form will be displayed pre-populated with the student’s information.

---

In both instances – Adding a New Student and Accessing a Record for an Existing Student – you must complete/edit the infraction type information. (See below.)
Infraction Type

The Infraction Type section of the form appears beneath the student’s biographical data. A partial screen shot appears below. This part of the form lists various infractions and related information.

Note: In cases where the ministry has determined that an infraction is a mandatory expulsion or suspension this information will be appear next to the infraction type and cannot be changed.

In cases where the board has the discretion to determine the consequences of an infraction, radio buttons will appear.

Click the check box for the applicable infraction and click the radio buttons where appropriate.

As previously mentioned, suspensions and expulsions are mandated by the Ontario Ministry of Education under Bill 81 as part of the Safe Schools Act. Information regarding mandatory expulsions is addressed in section 309, and mandatory suspensions in section 306.
The mandatory expulsions and suspensions listed in the Act are shown below in alphabetical order for each group.

<table>
<thead>
<tr>
<th>Ministry Identified Expulsions</th>
<th>Alcohol to minor</th>
<th>Other board identified expulsions</th>
<th>Physical assault causing bodily harm requiring treatment by a medical practitioner</th>
<th>Possess weapon</th>
<th>Robbery</th>
<th>Sexual assault</th>
<th>Trafficking</th>
<th>Use weapon to cause or threaten bodily harm to another person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry Identified Suspensions</td>
<td>Influence of alcohol</td>
<td>Other board identified suspensions</td>
<td>Possess alcohol/drugs</td>
<td>Swearing at a teacher</td>
<td>Utter threat</td>
<td>Vandalism</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Ministry identified expulsions cannot be modified. Ministry identified suspensions can be changed to expulsions at the board’s discretion.

1) Select or modify the type of infraction in which the student was involved by clicking in the check box under **Type of Infraction**, and then click **Save**.
2) If an error message is displayed, follow the instructions on the screen to correct the data, and click **Save** again.

3) If a warning message is displayed, check to ensure that what has been entered is correct. If it is not, click **Cancel**, and make any necessary changes, and then click **Save** again. If the information is correct, click **Continue**.

4) If successful, the form will be refreshed with the updated information, and the message **“Submit Successful”** will appear at the top of the screen.

**Note:** Where a new student has been added, his/her OEN, name and infraction type will appear in the **Students Involved in Incident List**.
Once a record has been successfully submitted, an **Outcome Management** button will appear. (See next page for information on **Outcome Management**.)

**Delete a Student Incident Information Record** *(Use only if a student incident record has been created by mistake.)*

1) Click **Delete** at the bottom of the **Student Incident Information** screen.

2) A confirmation message will be displayed asking, “Are you sure that you wish to delete ….?” Click **OK**.

3) If successful the page will be refreshed and the message, **Student incident has been deleted** followed by the student’s OEN number will appear at the top of the screen

From this screen a user can:

1) Add another incident
2) Add another student
3) Return to the **Incident List**
4) Return to the **School Data Submission (School Collection)** menu

**Note:** Students can be added to an incident or incidents can be added to a student by clicking the appropriate button at the bottom of the screen – Add Student or Add Incident.
Outcome Management

Incident Outcome Information Form

The Incident Outcome Information form allows an authorized user to view, add, edit and delete the outcomes (suspensions and expulsions) for Students Involved in Incident information.

Note: Outcome Type can be Full Expulsion, Limited Expulsion or Suspension.

Accessing the Incident Outcome Information Form

1) From the List of Incidents To Date, click the blue hyperlink for the incident to which an Outcome Management form is to be added or updated. The Incident Information form will be displayed.

2) At the bottom of the Incident Information form, click List of Students Involved in Incident. The Student Incident Information form will be displayed.

3) From the Students Involved In Incident List at the bottom of the screen, click the blue hyperlink of the student for which an Outcome Management form is to be added or updated. The Student Incident Information form will refresh and be populated with the data relating to the selected student.

4) From the refreshed Student Incident Information record, click Outcome Management at the bottom of the screen. The following form will appear beneath the Student Information.

<table>
<thead>
<tr>
<th>INCIDENT OUTCOME INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Outcome Type</td>
</tr>
<tr>
<td>--Select an Outcome--</td>
</tr>
<tr>
<td>* First Day of Susp/Exp</td>
</tr>
<tr>
<td>* Last Day of Susp/Exp</td>
</tr>
<tr>
<td>* Number of School Days</td>
</tr>
<tr>
<td>* Authority to Suspend/Exp</td>
</tr>
<tr>
<td>--Select an Authority--</td>
</tr>
<tr>
<td>* Appealed</td>
</tr>
<tr>
<td>Yes, No</td>
</tr>
</tbody>
</table>
Add/Update an Incident Outcome Information Record

1) Enter the information, or make the necessary changes, and click **Save**.
   
   Once the record has been successfully saved, an **Add Outcome** button will appear at the bottom of the screen. To add additional outcomes to a student involved in the incident, click this button, enter the information, and click **Save**.

2) If an error message is displayed, follow the instructions on the screen to correct the data, and click **Save** again.

3) If a warning message is displayed, check to ensure that what has been entered is correct. If it is not, click **Cancel**, make any necessary changes, and then click **Save** again. If the information is correct, click **Continue**.

4) If successful, the form will be refreshed with the updated information, and the message “**Submit Successful**” will appear at the top of the screen.

**Note:** Under the **Incident Outcome Information** section, if ‘Yes’ is selected under **Appeal**, then the **Appeal Management** form needs to be completed or a critical error message will occur at **School Sign-Off**.

From this screen, a user can:

1) Add another incident
2) Add another outcome
3) Record an appeal
4) Return to the **Students Involved in Incident List**
5) Return to the **Incident List**
6) Return to the **School Data Submission (School Collection)** menu
Delete an Incident Outcome Information Record (Use only if a student incident record has been created by mistake.)

1) Click the blue hyperlink for the student record that is to be deleted from the Students Incident Outcome List.

2) Click Delete at the bottom of the screen.

3) A confirmation message will be displayed asking, “Are you sure that you wish to delete …. ?” Click OK.

4) If successful the page will be refreshed and the message, Student incident outcome has been deleted followed by the incident number and the student’s OEN will appear at the top of the screen
Appeal/Outcome Information Form

The **Appeal/Outcome Information Form** allows an authorized user to view, add, edit and delete the appeal for students involved in an incident.

**Access the Appeal/Outcome Information Form**

1) From the **Incident Outcome Information Form** click **Appeal**. The screen below will appear.

   **Note:** Only one appeal can be entered. A user can add, update or delete this single appeal entry.

```
APPEAL/OUTCOME INFORMATION

* indicates that this data must be provided

Start Date of Appeal        Decision Date
2004/06/30                  [ ]

Appeal/Outcome
--Select an Appeal/Outcome--

Save  Delete

[ ] Student Incident Outcome List  [ ] Students Involved in Incident List

[ ] Incident List  [ ] School Collection Menu
```

**Note:** Appeal/Outcome can either be upheld or expunged.

**Add/Update an Appeal Record**

2) To add or update the appeal for a student involved in the incident, enter/revise the information and then click **Save**.

3) If an error message is displayed, follow the instructions on the screen to correct the data, and click **Save** again.

4) If a warning message is displayed, check to ensure that what has been entered is correct. If it is not, click **Cancel**, and make any necessary changes, and then click **Save** again. If the information is correct, click **Continue**.
5) If successful, the form will be refreshed with the updated information, and the message “Submit Successful” will appear at the top of the screen.

**Delete an Appeal Record** *(Use only if an appeal to a student incident record has been created by mistake.)*

1) Click **Delete** at the bottom of the **Appeal/Outcome Information** screen.

2) A confirmation message will be displayed asking, “Are you sure that you wish to delete …. ?” Click **OK**.

3) If successful the page will be refreshed and the message, **Incident student appeal has been deleted** followed by the incident number and the student’s OEN will appear at the top of the screen.

From this screen, a user can return to the:
1) **Student Incident Outcome List**
2) **Students Involved in Incident List**
3) **Incident List**
4) **School Data Submission (School Collection)** menu