

TCDSB Progressive Discipline Policy, S.S. 10

APPENDIX B

Ontario Student Records (OSR) Requirements

1. Reporting form Part I **and documentation** must be kept in the OSR for a minimum of one year **if the principal has decided that action must be taken as a result of a serious student incident.**

For non-violent incidents, if no further action is taken by the principal, the principal is not required to retain the report.

2. If the Principal has identified the incident as **violent**, the reporting form must be retained in that student's OSR
 - a. For **one year** if the student's suspension was quashed or withdrawn and the record of the suspension expunged. Documentation of any other action taken (other than suspension or expulsion) must also be retained for this period.
 - b. For **three years** if the student was suspended for the violent incident.
 - c. For **five years** if the student was expelled for the violent incident.