

Safe Schools Incident Reporting Form - Part I

Report No:	CONFIDENTIAL SAFE SCHOOLS INCIDENT REPORTING FORM - PART I
Name of School:	
Names of Pupil(s) Involved (if known)	
Location of Incident (check one)	<input type="checkbox"/> A Location in the School or on School Property (please specify) <hr/> <input type="checkbox"/> At School-Related Activity (please specify) <hr/> <input type="checkbox"/> On a School Bus (Route #) <hr/> <input type="checkbox"/> Other (please specify) _____
Time of Incident	Date: _____ Time: _____
Type of Incident (check all that apply)	<p>Activities for which suspension must be considered under section 306(1) of the <i>Education Act</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person. <input type="checkbox"/> Possessing alcohol, illegal and/or restricted drugs. <input type="checkbox"/> Being under the influence of alcohol. <input type="checkbox"/> Swearing at a teacher or at another person in a position of authority. <input type="checkbox"/> Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school. <input type="checkbox"/> Bullying. <input type="checkbox"/> Any act considered by the principal to be injurious to the moral tone of the school <input type="checkbox"/> Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community <input type="checkbox"/> Any act considered by the principal to be contrary to the Board or school Code of Conduct <input type="checkbox"/> Opposition to authority <input type="checkbox"/> Habitual neglect of duty <input type="checkbox"/> Fighting/Violence <input type="checkbox"/> Use of profanity/swearing <p>Activities for which expulsion must be considered under section 310(1) of the <i>Education Act</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Possessing a weapon, including possessing a firearm or knife. <input type="checkbox"/> Using a weapon to cause or to threaten bodily harm to another person. <input type="checkbox"/> Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner. <input type="checkbox"/> Committing sexual assault. <input type="checkbox"/> Trafficking in weapons, illegal or restricted drugs. <input type="checkbox"/> Committing robbery. <input type="checkbox"/> Giving alcohol to a minor. <input type="checkbox"/> Bullying if: i) The pupil has previously been suspended for engaging in bullying, and ii) the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person. <input type="checkbox"/> Any activity for which a suspension may be imposed that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical

disability, sexual orientation, gender identity, gender expression, or any other similar factor.

- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others.
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others.
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board.
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the board or to goods that are/were on Board property.
- The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper.
- Any act considered by the principal to be a serious violation of the requirements for pupil behaviour and/or a serious breach of the Board or school Code of Conduct
- Where a pupil has no history of discipline or behaviour intervention, or no relevant history, a single act, incident or infraction considered by the principal to be a serious violation of the expectations of pupil behaviour and/or a serious breach of the Board or school Code of Conduct.

Report Submitted By: Name: _____ Date: _____

Signature: _____

Contact Information: Location: _____ Telephone: _____

6. FOR PRINCIPAL'S USE ONLY: Check if incident was a violent incident, as defined in Policy/Program Memorandum No. 120.

Violent Incident

Information collected is under the authority of Part XIII of the Education Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and shall be used for the purpose of student discipline. Questions about information collected on this form shall be directed to the school principal.

Safe Schools Incident Reporting Form - Part II



CONFIDENTIAL

SAFE SCHOOLS INCIDENT REPORTING FORM - PART II

ACKNOWLEDGEMENT OF RECEIPT OF REPORT

Report No: _____

Report Submitted By:

Name: _____ Date: _____

Investigation completed

Principal to communicate results to the teacher at a mutually convenient time*

Principal to communicate results to other board employee(s) at a mutually convenient time, as appropriate*

Investigation in progress

Once investigation is completed, principal to communicate results to the teacher at a mutually convenient time*

Once investigation is completed, principal to communicate results to other board employee(s) at a mutually convenient time, as appropriate*

Name of Principal: _____

Signature: _____ Date: _____

Note: Only Part II to be given to the person who submitted the report.

*In accordance with s.300.2 of the Education Act, after investigating a matter reported by an employee, the principal shall communicate the results of the investigation to the teacher or other board employee who is not a teacher, as appropriate. In accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Education Act, when reporting the results of the investigation, the principal shall not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation.