

| <b>APPENDIX: SAFE SCHOOLS INCIDENT REPORTING FORMS</b> |  |
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| Report No: _____                                       | <b>CONFIDENTIAL</b><br><b>SAFE SCHOOLS INCIDENT REPORTING FORM – PART I</b>  |
| Name of School   |  |
| 1. Name of Student(s) Involved (if known)              | _____<br>_____   |
| 2. Location of Incident (check one)                    | <input type="checkbox"/> At a location in the school or on school property (please specify)<br>_____<br><input type="checkbox"/> At a school-related activity (please specify) _____<br><input type="checkbox"/> On a school bus (please specify route number) _____<br><input type="checkbox"/> Other (please specify) _____  |
| 3. Time of Incident                                    | Date: _____ Time: _____  |
| 4. Type of Incident (check all that apply)             | <p><b>Activities for which suspension must be considered under section 306(1) of the Education Act</b></p> <input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person<br><input type="checkbox"/> Possessing alcohol or illegal drugs<br><input type="checkbox"/> Being under the influence of alcohol<br><input type="checkbox"/> Swearing at a teacher or at another person in a position of authority<br><input type="checkbox"/> Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school<br><input type="checkbox"/> Bullying<br><input type="checkbox"/> Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board.<br>Other suspendable infractions including but not limited to: <ul style="list-style-type: none"> <li><input type="checkbox"/> possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;</li> <li><input type="checkbox"/> being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;</li> <li><input type="checkbox"/> smoking on school property;</li> <li><input type="checkbox"/> committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;</li> <li><input type="checkbox"/> stealing property;</li> <li><input type="checkbox"/> engaging in intimidation, extortion, harassment, or verbal aggression;</li> <li><input type="checkbox"/> misusing or misappropriating school property or services, including computers and other technology systems;</li> <li><input type="checkbox"/> engaging in hate motivated incidents;</li> <li><input type="checkbox"/> engaging in gang related activity;</li> <li><input type="checkbox"/> possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;</li> <li><input type="checkbox"/> committing physical assault on another person;</li> <li><input type="checkbox"/> engaging in or encouraging a fight;</li> <li><input type="checkbox"/> engaging in conduct that constitutes opposition to authority;</li> <li><input type="checkbox"/> demonstrating poor attendance that warrants disciplinary action;</li> <li><input type="checkbox"/> engaging in behaviour that is disruptive to the learning environment of the class or school;</li> <li><input type="checkbox"/> engaging in conduct that is detrimental to the moral tone of the school;</li> <li><input type="checkbox"/> wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;</li> <li><input type="checkbox"/> engaging in unauthorized gambling or games of chance.</li> </ul> <p style="text-align: center;">(continued on page 2)</p> |

**4. Type of Incident  
Continued  
(check all that apply)**

**Activities for which expulsion must be considered under section 310(1) of the Education Act**

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Committing robbery
- Bullying (if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person)
- Giving alcohol to a minor
- Any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled. Other suspendable infractions including but not limited to:
  - assault/physical intimidation of an employee;
  - any activity for which suspension must be considered 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;
  - committing an act of vandalism which can be regarded as particularly egregious, due to factors such as seriously compromising the learning environment, or posing a significant safety risk to others;
  - hate motivated violence;
  - gang related violence;
  - trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes;
  - uttering threats or threatening conduct intended to intimidate;
  - engaging in harassment;
  - ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

**5. Report Submitted By:** Name: \_\_\_\_\_

Role in School Community: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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 is collected under the authority 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

## 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 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 at a mutually convenient time, as appropriate\*

Name of Principal: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Only Part II is 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 and 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