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| **Report No:** | ***CONFIDENTIAL***  **SAFE SCHOOLS INCIDENT REPORTING FORM – PART I** |
| **Name of School:** |  |
| **1. Names of Student(s) Involved (if known)** |  |
| **2.Location of Incident**  **(check one)** | At a location in the school or on school property (please specify):  At a school-related activity (please specify):  On a school bus (please specify route #):  Other (please specify): |
| **3. Date/Time of Incident** | Date: Click here to enter a date. Time: |
| **4. Type of Incident**  **(check all applicable)** | **Activities for which suspension must be considered under section 306(1) of the *Education Act***  Uttering a threat to inflict serious bodily harm on another person  Possessing alcohol or illegal drugs  Being under the influence of alcohol  Swearing at a teacher or at another person in a position of authority  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  Bullying  Persistent opposition to authority  Use of profane or improper language  Engaging in any act considered by the principal to be injurious to the moral tone of the school  Engaging in any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community  Engaging in any act considered by the principal to be contrary to the Board or school Code of Conduct or the Board’s Safe Schools Policies and Procedures  **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)  Any activity listed in subsection 306(1) that is motivated by bias, prejudice, or hate  Giving alcohol to a minor  Activities engaged in by the pupil that cause the pupil’s presence in the school to be injurious to the physical or emotional well-being of other pupils or persons in the school  Activities engaged in by the pupil that cause extensive damage to the property of the Board  Any act considered by the principal to be a serious violation of the Board or school Code of Conduct or any of the Board’s policies and procedures related to safe schools |
| **5. Report Submitted By:** | Name:       Signature:  Role in the School Community:  **Contact Information:**  Location:       Telephone: |
| FOR PRINCIPAL’S USE ONLY: Check if incident was a violent incident, and defined in Policy/Program Memorandum No. 120.   * Violent Incident   Information collected is 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. | |

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| **SAFE SCHOOLS INCIDENT REPORTING FORM – PART II**  **ACKNOWLEDGEMENT OF RECEIPT OF REPORT** |
| **Report No:**  Report Submitted By: Name:  Date: Click here to enter a 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 Process * 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: Click here to enter a 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 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. |