**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Safe Schools Incident Reporting Form – Part I**

|  |  |
| --- | --- |
| **Report No:**  | ***CONFIDENTIAL*****SAFE SCHOOLS INCIDENT REPORTING FORM – PART 1** |
|  **Name of School****1. Name 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 number)     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Other (please specify)     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3. Time of Incident** | Date:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4. Type of Incident** **(Check all that apply)** | **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 and/or restricted 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 student’s school or to property located on the premises of the student’s school[ ]  Bullying[ ]  Any other activity for which a student may be expelled under board policy[ ]  Any act considered by the principal to be injurious to the moral tone of the school[ ]  Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community[ ]  Any act considered by the principal to be contrary to the Board or school Code of Conduct[ ]  Any other activity for which a student may be suspended under board policy *[Note: Boards must specify on this form any other activities for which the principal may suspend* *according to board policy.]* |

S17-004 2014-01 REV

**Safe Schools Incident Reporting Form – Part I**

|  |  |
| --- | --- |
| **Con’t****4. Type of Incident** **(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 and/or restricted drugs/substances[ ]  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 for which a student may be expelled under board policy[ ]  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. *[Note: Boards must specify on this form any other activities for which the board may expel according* *to board policy*  |
| **5. Report Submitted by:**Name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role in the 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 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. |

S17-004 2014-01 REV **Safe Schools Incident Reporting Form – Part II**

|  |
| --- |
| **SAFE SCHOOLS INCIDENT REPORTING FORM – PART II****ACKNOWLEDGEMENT OF RECEIPT 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\***[ ]  Action Taken****[ ]  No Action Required****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. |

S17-004 2014-01 REV