***SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD***

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| **VIOLENT INCIDENT FORM** |

School: Incident Date:       Completed By:

Student Name:       Date of Birth: mm/dd/yy       Male  Female

|  |  |  |
| --- | --- | --- |
| **SECTION A: Incident Information** (Check applicable incident(s) | | |
| Possession of dangerous weapon(s)  Threats of physical injury involving weapons  Physical assaults causing serious bodily harm |  | Sexual assault  Robbery and extortion  Vandalism causing extensive damage to school property |

# SECTION B: Further details of the incident

(i.e.: other individuals involved, repetitive nature of behaviour, location, witnesses, mitigating factors, etc.**)**

## SECTION C: Police Contact

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Date of Contact | | | | | | |  | 2. Date of police investigation at school | | | | | | |  | 3. Name of investigating officer(s): |
| mm/dd/yy |  |  |  |  |  |  |  | mm/dd/yy |  |  |  |  |  |  |  |  |

### SECTION D: School/Board Response

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.  Suspension 2.  Expulsion 3.  Other | | | | | | | | |
| Date of inclusion in OSR | | | | | | |  | Principal’s/Designee’s Signature |
| mm/dd/yy |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **cc:** | **Parent/Guardian  Attendance Counsellor**  **Pupil  Guidance Counsellor**  **Director of Education  Ontario Student Record**  **Other:** |
| Guidelines from the Ministry of Education’s PPM-145 (2012)  If the principal has identified the incident as violent, and if the student engaged in the incident is a student of the school, the reporting form must be retained in that student’s OSR for:   * One (1) year, if the student’s suspension was quashed or withdrawn and the record of suspension expunged; * Three (3) years, if the student was suspended for the violent incident; * Five (5) years, if the student was expelled for the violent incident. | |

**This information is collected under the authority of Section 265 (1) Part (d) of the** EDUCATION ACT **for the purpose of reporting to the Ministry of Education incidents of violence resulting in suspension or expulsion that involved reporting to the police.**

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