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

|  |
| --- |
| **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reporting form must be retained in that student’s OSR for:* One (1) year, if the student’s suspension was quashed or withdrawn and the record of suspension expunged;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.**

S18-001 2016 07 Revised