



Confidential

Report No: _____	SAFE SCHOOLS INCIDENT REPORTING FORM – PART 1	
1. Name of Student(s) Involved (if known)	_____	
2. Location of Incident (check one)	<input type="checkbox"/> At a location in the school or on school property <input type="checkbox"/> At a school-related activity <input type="checkbox"/> On a school bus <input type="checkbox"/> Other	Please Specify: _____
3. Time of Incident	Date: _____ Time: _____	
4. Type of Incident (Check all that apply)	Activities for which <u>SUSPENSION</u> must be considered under section 306(1) of the <i>Education Act</i> <input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person <input type="checkbox"/> possessing alcohol or illegal drugs <input type="checkbox"/> Being under the influence of alcohol or illegal drugs <input type="checkbox"/> Swearing at a teacher or at another person in a position of authority <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 <input type="checkbox"/> Bullying <input type="checkbox"/> Any other act that is an activity for which a student may be suspended under a policy of the board	Activities for which <u>EXPULSION</u> must be considered under section 310(1) of the <i>Education Act</i> <input type="checkbox"/> Possessing a weapon, including possessing a firearm <input type="checkbox"/> Using a weapon to cause or to threaten bodily harm to another person <input type="checkbox"/> Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner <input type="checkbox"/> Committing sexual assault <input type="checkbox"/> Trafficking in weapons or in illegal drugs <input type="checkbox"/> Committing robbery <input type="checkbox"/> 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 <input type="checkbox"/> Giving alcohol to a minor <input type="checkbox"/> Any activity listed under section 306 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 <input type="checkbox"/> Any other activity that, under a policy of the board, is an activity for which a student may be considered for expulsion
5. Brief Description of Incident	_____ _____ _____ _____	
6. Staff Intervention	_____ _____ _____ _____	
Staff response would have created an unsafe situation, for either staff or students.		
7. Report	Submitted	By: _____
Signature: _____		Name: _____
Contact Information: Location: _____	Telephone: _____	Date: _____

SAFE SCHOOLS INCIDENT REPORTING FORM – PART 2

ACKNOWLEDGEMENT OF RECEIPT OF REPORT

Report No: _____

Report Submitted By: Name: _____ Date: _____

- Investigation completed**
- Investigation in progress**
- Communicated results of the investigation to the teacher.**
- Communicated results of the investigation to other board employee.**

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