

ADMINISTRATIVE PROCEDURE

SAFE SCHOOLS INCIDENT REPORTING FORM – PART I

OFFICE USE ONLY

Report # _____

This form is to be completed by all Board employees or transportation providers when necessary in a timely fashion.

Report submitted by: _____ Date: _____

Name: _____ Signature: _____

Contact Information: Location: _____ Telephone: _____

CONFIDENTIAL

Name of school: _____

1. Name of pupil(s) (if known): _____

Witnesses (if known): _____

2. Where the incident occurred:

Location in the school or on school property (please specify)

At school related activity (please specify)

On a school bus: Route # _____

Other (please specify)

3. When the incident occurred: Date: _____ Time: _____

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4. TYPE OF INCIDENT

Activities for which **suspension** must be considered under section 306(1) of the *Education Act* (check any/all applicable).

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs 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 pupil's school or to property located on the premises of the pupil's school
- Bullying
- Persistent opposition to authority;
- Any other activity for which a pupil may be suspended under a policy of the Board (specify policy and policy infraction).

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, illegal and/or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- 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; or
- Any act considered by the principal to be a serious violation of the Board Code of Student Behaviour or School Code of Conduct or a violation of the requirements for pupil behaviour as set out in the Education Act and Regulations.
- 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.

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Investigation notes:

Follow-up action:

Employee Informed date: _____

Principal Signature: _____

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SAFE SCHOOLS INCIDENT REPORTING FORM – PART II

ACKNOWLEDGEMENT OF RECEIPT

Report number: _____

Report submitted by: _____

Date submitted: _____

Principal name: _____

Signature: _____

Date: _____

Note: Whether or not the behavior leads to suspension/expulsion is for the principal to determine, not for the staff to weigh.

Once informed by the principal that no action is to be taken, you must destroy Part II form.

If the employee or transportation provider is informed by the Principal that action has been taken, then the employee or transportation provider may destroy Form Part II, but if they choose to retain it, it must be retained in a secure location for at least twelve (12) months.