



APPENDIX A

SAFE SCHOOLS INCIDENT REPORTING FORM – Part 1

Report No:	--- CONFIDENTIAL ---		
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): Specific Details:		
3. Time of Incident	Date:	Time:	
4. Incident(s) (check all that apply)	Activities for which suspension must be considered under section 306 (1) of the <i>Education Act</i> ☐ Uttering a threat to inflict serious bodily harm on another person ☐ Possessing alcohol or illegal, controlled and/or restricted substances ☐ Being under the influence of alcohol, illegal, controlled and/or restricted substances ☐ 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 ☐ 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 Activities for which expulsion must be considered under section 310 (1) of the <i>Education Act</i> ☐ 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, controlled and/or restricted substances ☐ Committing robbery ☐ Giving alcohol or illegal, controlled and/or restricted substances to a minor ☐ Bullying if (1) the pupil has previously been suspended for engaging in bullying, and (2) the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person ☐ Any activity listed in subsection 306(1) (for which a student may be suspended) 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 ☐ 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 behavior that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others ☐ Activities engaged in by the student on or off school property that cause the student'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 student 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 student has demonstrated through a pattern behavior that they have not prospered by the instruction available to them and that they are persistently resistant to making changes in behavior which would enable them to prosper ☐ Any act considered by the Principal to be a serious violation of the requirements for student behavior and/or a serious breach of the Board or school Code of Conduct ☐ Where a student has no history of discipline or behavior intervention, or no relevant history, a single act, incident or infraction considered by the Principal to be a serious violation of the expectations of student behavior and/or a serious breach of the Board or school Code of Conduct		
	5. Report Submitted By: _____ Role in School Community: _____ Signature: _____ Date: _____ Contact Information: _____ Location: _____ Phone: _____		
6.	☐ Violent Incident (FOR PRINCIPAL'S USE ONLY) Check if this was a violent incident , as defined in PPM No. 120.		
Information is collected under the authority of Part XIII of the Education Act and 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.			