

SAFE SCHOOLS INCIDENT REPORTING FORM

REPORTING TO THE PRINCIPAL – WHO MUST REPORT

All Board employees including administrative, teaching and non-teaching staff must report serious behavioural incidents through the use of the Safe Schools Incident Reporting Form #20.

When reporting, Board employees must:

- ❖ Consider the safety of others and the urgency of the situation in reporting the incident no later than the end of the school day;
- ❖ Report to the Principal using this form – Safe Schools Incident Reporting Form – Part 1; and
- ❖ If the nature of the incident warrants immediate action, go see or phone the Principal or designate directly.

CONFIDENTIAL - SAFE SCHOOLS INCIDENT REPORTING FORM – PART 1

Report Number (Office use):			
Name of School:		Location of School:	

1. Names of Student(s) Involved (if known):			
First Name	Last Name	First Name	Last Name

2. Where the Incident Occurred (check one)	
<input type="checkbox"/>	At a Location in the School or on School Property (please specify) _____
<input type="checkbox"/>	At a School – Related Activity (please specify) _____
<input type="checkbox"/>	On a School Bus (Route #) _____
<input type="checkbox"/>	Other (Please specify) _____

3. When the Incident Occurred:	Date:		Time:	
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4. Incident Description: Where applicable, include history, supportive interventions or discipline consequences including parent contact.

Where applicable, list witnesses:
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5. Activities for which SUSPENSION must be considered under section 306(1) of the Education Act
Type of Incident (Check all applicable)

<input type="checkbox"/>	Uttering a threat to inflict serious bodily harm on another person	<input type="checkbox"/>	Use of profane or improper language
<input type="checkbox"/>	Possessing alcohol or illegal drugs	<input type="checkbox"/>	Use of tobacco that contravenes applicable legislation/board policy
<input type="checkbox"/>	Being under the influence of alcohol	<input type="checkbox"/>	Theft and /or extortion
<input type="checkbox"/>	Swearing at a teacher or at another person in a position of authority	<input type="checkbox"/>	Aid or incite harmful behavior
<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"/>	Physical assault and/or fighting
<input type="checkbox"/>	Bullying *	<input type="checkbox"/>	Being under the influence of illegal drugs
<input type="checkbox"/>	Persistent truancy (Note: 15 days consecutive absence requires written notice to the Attendance Counsellor)	<input type="checkbox"/>	Sexual, racial, and/or personal harassment
<input type="checkbox"/>	Persistent opposition to authority	<input type="checkbox"/>	Possession of any harmful substances
<input type="checkbox"/>	Habitual neglect of duty	<input type="checkbox"/>	Bias, prejudice and/or hate-motivated violence **
		<input type="checkbox"/>	Development and/or distribution of hate material
		<input type="checkbox"/>	Inappropriate use of computer equipment, web sites, electronic media and communication devices
		<input type="checkbox"/>	Serious breach of the Board's Code of Conduct or flagrantly opposed to the aims of Catholic education as a ministry of the Roman Catholic Church

PRINCIPAL USE ONLY The principal shall suspend

*	A student for bullying and consider referring that student for expulsion if: the student has previously been suspended for bullying, and the student's continuing presence in the school creates, in the principal's opinion, an unacceptable risk to the safety of another person	**	A student, and consider referring that student for expulsion, for any incident including bullying, that is motivated by bias, prejudice, or hate based on race, national or ethnic origin, language, colour, religion, sex, gender expression, or any other similar factor (e.g., socio-economic status, appearance).
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Activities for which EXPULSION must be considered under section 310(1) of the Education Act

Type of Incident (Check all applicable)

<input type="checkbox"/>	Possessing a weapon, including possessing a firearm.	<input type="checkbox"/>	Committing robbery
<input type="checkbox"/>	Using a weapon to cause or to threaten bodily harm to another person	<input type="checkbox"/>	Giving alcohol to a minor
<input type="checkbox"/>	Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner	<input type="checkbox"/>	Possession of an explosive substance
<input type="checkbox"/>	Committing sexual assault	<input type="checkbox"/>	Serious or repeated misconduct
<input type="checkbox"/>	Trafficking in weapons or in illegal drugs	<input type="checkbox"/>	Serious breach of the Board's Code of Conduct or flagrantly opposed to the aims of Catholic Education as a ministry of the Roman Catholic Church
		<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"/>	Any activity listed herein that is motivated by bias, prejudice, or hate

6. Report Submitted by:

Name:			
Role in School Community:		Telephone #:	
Contact Information – Location:			
Signature:		Date:	

7. For Principal's Use Only: Check these boxes as required.

<input type="checkbox"/>	Ministry of Education Violent Incident Report (Refer to PPM 120): possessing a weapon, including possessing a firearm; physical assault causing bodily harm requiring medical attention; sexual assault; robbery; using a weapon to cause or to threaten bodily harm to another person; extortion; hate and/or bias-motivated occurrences. Complete Safe Schools Form #17.
<input type="checkbox"/>	Police Report is mandatory for all deaths; physical assault causing bodily harm requiring medical attention; sexual assault; robbery; criminal harassment; relationship-based violence; possessing a weapon, including possessing a firearm; using a weapon to cause or to threaten bodily harm to another person; trafficking in weapons or in illegal drugs; possessing an illegal drug; hate and/or bias-motivated occurrences; gang-related occurrences; and extortion. Complete Safe Schools Form #17.
<input type="checkbox"/>	Workplace Violence Prevention Policy and Administrative Procedures 413 Where an incident or threat of workplace violence requires employees to summon immediate assistance and/or implement any of the emergency response protocols, a formal workplace violence complaint must be initiated. Relevant employees must be provided with information about a person who poses a risk of workplace violence if i) the employee can be expected to encounter that person in the course of his/her work; AND ii) the risk or workplace violence is likely to expose the employee to physical injury. Please see the Policy and Administrative procedures 413 for further information and direction.

AFTER A REPORT IS SUBMITTED THE PRINCIPAL OR DESIGNATE MUST:

- ❖ Assign a report number to Safe Schools Incident Reporting Form – Part 1.
- ❖ Provide a written acknowledgement of the receipt of the report (Safe Schools Incident Reporting Form – Part II) to the employee who reported. Information that could identify the student(s) involved must not be part of the acknowledgement. Ensure that Safe Schools Incident Reporting Form – Part II is assigned the proper report number.
- ❖ Identify if action has been taken or no action is required.
 - Possible actions taken can include anything on the progressive discipline continuum e.g. warning, contacting parent, removal of privileges, suspension.
- ❖ If no further action is taken by the principal, there is no requirement to retain Part 1 of the report and it should be destroyed.
- ❖ If action is taken, the form and documentation must be kept in the student's Ontario Student Record (OSR) for a minimum of one year unless the board requires a longer period. A copy must be provided to the parent if requested.
- ❖ Utilize a range of interventions and consequences that reflect the principles of progressive discipline.

This will result in a complete documentation of the progressive discipline that has been applied to the student.

RECORD RETENTION REQUIREMENTS:

- ❖ If a principal decides that action is required, a copy of the form with documentation indicating the action taken will be filed in the appropriate student's Ontario Student Record (OSR). The names of all the other students appearing on the form (aggressors and victims) must be removed except the name of the student in whose OSR the form is going. If no action is taken towards the aggressor, the report is not to go in the student's OSR.
- ❖ Nothing about the incident is to go into the victim's OSR unless the victim/parent(s) of the victim specifically request that this is done.
- ❖ If the principal has identified the incident as violent then according to PPM 120 the reporting form must be maintained for the following periods in accordance with PPM 145:
 - 1 year if the suspension was quashed or withdrawn
 - 3 years if the student was suspended for the violent incident
 - 5 years if the student was expelled for the violent incident

Note: This form does not replace conversations between the employee and the principal. The principal and the employee are encouraged to talk about the incident regardless of action taken.

**SAFE SCHOOLS INCIDENT REPORTING FORM – PART II
ACKNOWLEDGEMENT OF RECEIPT OF REPORT
(To be returned within 10 instructional days from date of receipt)**

Report Submitted by:		Report Number	
Name:		Date:	

Principal will check as appropriate:

<input type="checkbox"/>	Investigation completed	
	<input type="checkbox"/>	Principal to communicate results to the teacher at a mutually convenient time* if requested.
	<input type="checkbox"/>	Principal to communicate results to other board employee at a mutually convenient time, as appropriate* if requested.
<input type="checkbox"/>	Investigation in progress	
	<input type="checkbox"/>	Once investigation is completed, principal to communicate results to the teacher at a mutually convenient time* if requested.
	<input type="checkbox"/>	Once investigation is completed, principal to communicate results to other board employee at a mutually convenient time, as appropriate*.
<input type="checkbox"/>	Principal Action	
	<input type="checkbox"/>	Action Taken (Action may include, but is not limited to, warning, detention, contacting parent, removal of privileges, verbal reprimand or suspension/expulsion and the action will reflect the principles of progressive discipline.)
	<input type="checkbox"/>	No Action Required

Name of Principal:	
Signature:	
Date:	
Note:	<i>Only Part II to be returned to the person who reported within 10 instructional days from date of receipt.</i>

* 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.