



Safe Schools Incident Reporting Form – Part I

Report No: _____	CONFIDENTIAL
Name of School: _____	
1. Names of Pupil(s) Involved (if known)	_____
2. Where the Incident Occurred (check one)	<input type="checkbox"/> A Location in the School or on School Property (please specify) _____ <input type="checkbox"/> At 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: _____
4. Type of Incident (check all applicable)	<p>Activities for which suspension must be considered under section 306(1) of the <i>Education Act</i></p> <ul style="list-style-type: none"> <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. <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 pupil's school or to property located on the premises of the pupil's school. <input type="checkbox"/> Bullying. <input type="checkbox"/> Persistent opposition to authority; <input type="checkbox"/> Willful destruction of school property; <input type="checkbox"/> Habitual neglect of duty; <input type="checkbox"/> The use of profane language or gestures which convey a disrespect for or inappropriate message <input type="checkbox"/> Any act considered by the principal to be injurious to the moral tone of the school or the physical or mental well-being of members of the school community; <input type="checkbox"/> Any act considered by the principal to be contrary to the board or school code of conduct. <p>Activities for which expulsion must be considered under section 310(1) of the <i>Education Act</i></p> <ul style="list-style-type: none"> <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"/> Giving alcohol to a minor. <input type="checkbox"/> Bullying if <ul style="list-style-type: none"> i) a pupil has been previously suspended for bullying and ii) the pupil's continued presence in the school creates (in the principal's opinion) an unacceptable risk to the safety of another person. <input type="checkbox"/> Any incidents under Section 306(1) of the Education Act (Activities Leading to Possible Suspension) if they are motivated by bias, prejudice or hate based on such factors as race, religion, sex, mental or physical disability or sexual orientation. <input type="checkbox"/> An act considered by the principal to be a serious violation of the Board or school Code of Conduct, an act which is significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others; <input type="checkbox"/> A pattern of behavior that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others <input type="checkbox"/> 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; <input type="checkbox"/> 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; <input type="checkbox"/> The pupil has demonstrated through a pattern of behavior that she or he has not prospered by the instruction available to him or her and that she or he is persistently resistant to making changes in behavior, which would enable him or her to prosper. <input type="checkbox"/> 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 behavior and/or a serious breach of the Board or school Code of Conduct.
5. Report Submitted By:	
Name: _____ Signature: _____ Date: _____	
Contact Information: Location: _____ Telephone: _____	

Personal information on this form is collected under the authority of the Education Act and will be used for educational, health and welfare purposes affecting the student. Questions about this collection should be directed to the Principal or Superintendent of Education, Avon Maitland District School Board, 62 Chalk Street North, Seaforth, N0K 1W0 telephone (519) 527-0111 or (800) 592-5437.



Safe Schools Incident Reporting Form – Part II

ACKNOWLEDGEMENT OF RECEIPT OF REPORT

Report No: _____

Report Submitted by: Name: _____ Date: _____

Investigation Completed

- Principal to communicate results to the teacher at a mutually convenient time*
- Principal to communicate results to other board employee at a mutually convenient time, as appropriate*

Investigation in Progress

- Once investigation is completed, principal to communicate results to the teacher at a mutually convenient time*
- Once investigation is completed, principal to communicate results to other board employee at a mutually convenient time, as appropriate*

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.