APPENDIX 2: Safe Schools Incident Reporting Forms

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<th>Report No:</th>
<th>Confidential</th>
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SAFE SCHOOLS INCIDENT REPORTING FORM – PART I

<table>
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<tr>
<th>Name of School</th>
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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)

3. Time of Incident
   - Date: ____________
   - Time: ____________

4. Type of Incident (check all that apply)
   - Activities for which suspension must be considered under subsection 306(1) of the Education Act
     - Uttering a threat to inflict serious bodily harm on another person
     - Possessing alcohol, illegal drugs or, unless the student is a medical cannabis user, cannabis
     - Being under the influence of alcohol or, unless the student is a medical cannabis user, cannabis
     - 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 student’s school or to property located on the premises of the student’s school
     - Bullying
     - Any other activity for which a student may be suspended under board policy
   - Activities for which expulsion must be considered under subsection 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 or in illegal drugs
     - Committing robbery
     - 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)
     - Any activity listed in subsection 306(1) that is motivated by bias, prejudice, or hate
     - Giving alcohol or cannabis to a minor
     - Any other activity for which a student may be expelled under board policy

5. Report Submitted By:
   - Name: ____________
   - Role in School Community: ____________
   - Signature: ____________ Date: ____________
   - Contact Information: Location: ____________ Telephone: ____________

6. FOR PRINCIPAL’S USE ONLY: Check if incident was a violent incident, as defined in Policy/Program Memorandum No. 120.
   - Violent incident

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.

* As defined in the Education Act, a medical cannabis user is a person who is authorized to possess cannabis for the person’s own medical purposes in accordance with applicable federal law.
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.