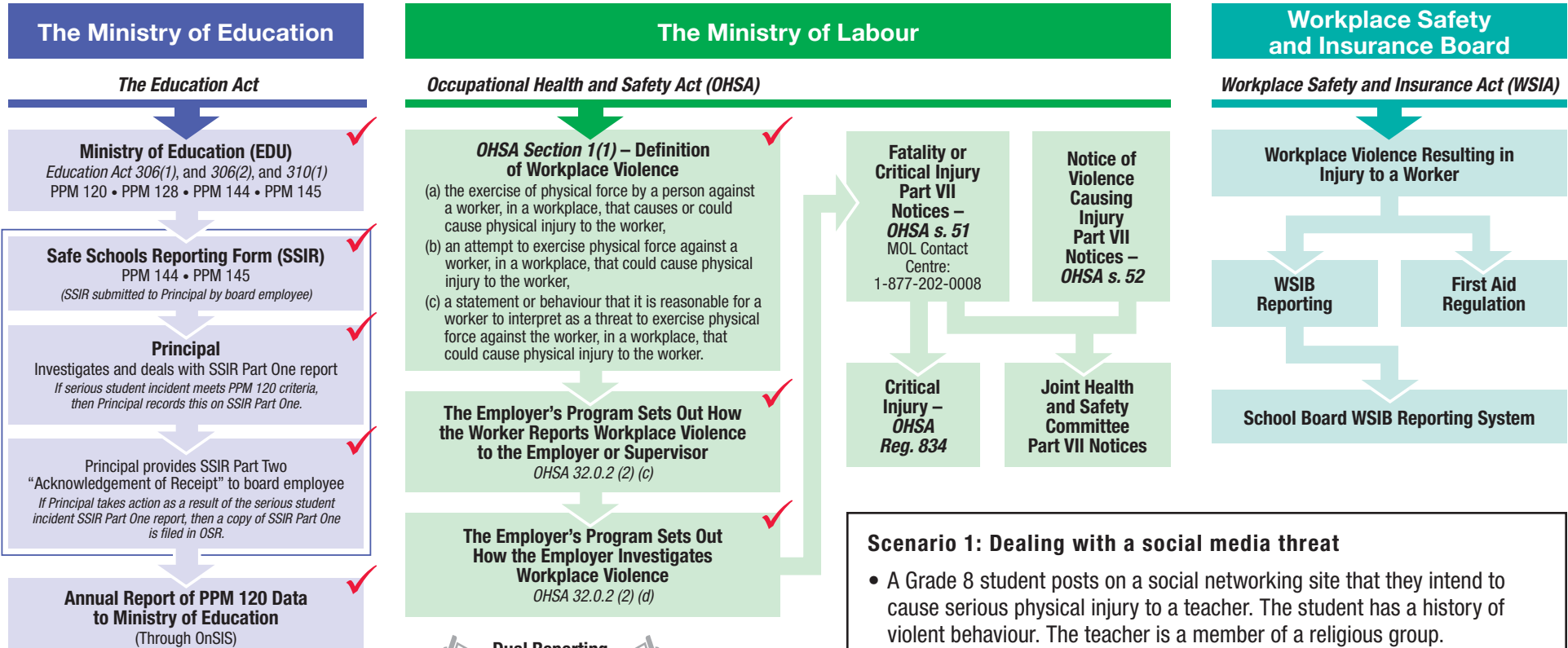


Appendix 3: Reporting actions for Scenario 1 shown on the Road Map

WORKPLACE VIOLENCE REPORTING PROCESS IN SCHOOL BOARDS



Dual Reporting Requirement

If an incident meets the definition of workplace violence (OHSA) and a serious student incident, then both the Employer's Workplace Violence Reporting form and the Safe Schools Incident Reporting form (SSIR as per PPM 120) are required to be completed as per the school board's workplace violence reporting procedure. These two forms are to be completed by the employee and submitted to the school board.

Key	PPM 120 – Reporting Violent Incidents to the Ministry of Education	PPM 145 – Progressive Discipline and Promoting Positive Student Behaviour
PPM – Policy/Program Memorandum	PPM 128 – Provincial Code of Conduct and School Board Code of Conduct	Local Police – Provincial Model for a Local Police/School Board Protocol (2015)
EDU – Ministry of Education	PPM 144 – Bullying Prevention and Intervention	
MOL – Ministry of Labour		

Scenario 1: Dealing with a social media threat

- A Grade 8 student posts on a social networking site that they intend to cause serious physical injury to a teacher. The student has a history of violent behaviour. The teacher is a member of a religious group.
- The student's online threat also includes statements and images that express hatred towards the teacher's religious group; identifies the teacher by name; and includes a link to a website that also expresses hate towards the religious group.
- Upon learning of the incident, the principal contacts the police and informs the targeted teacher. The school board and local police conduct coordinated investigations.

✓ Reporting actions for this scenario