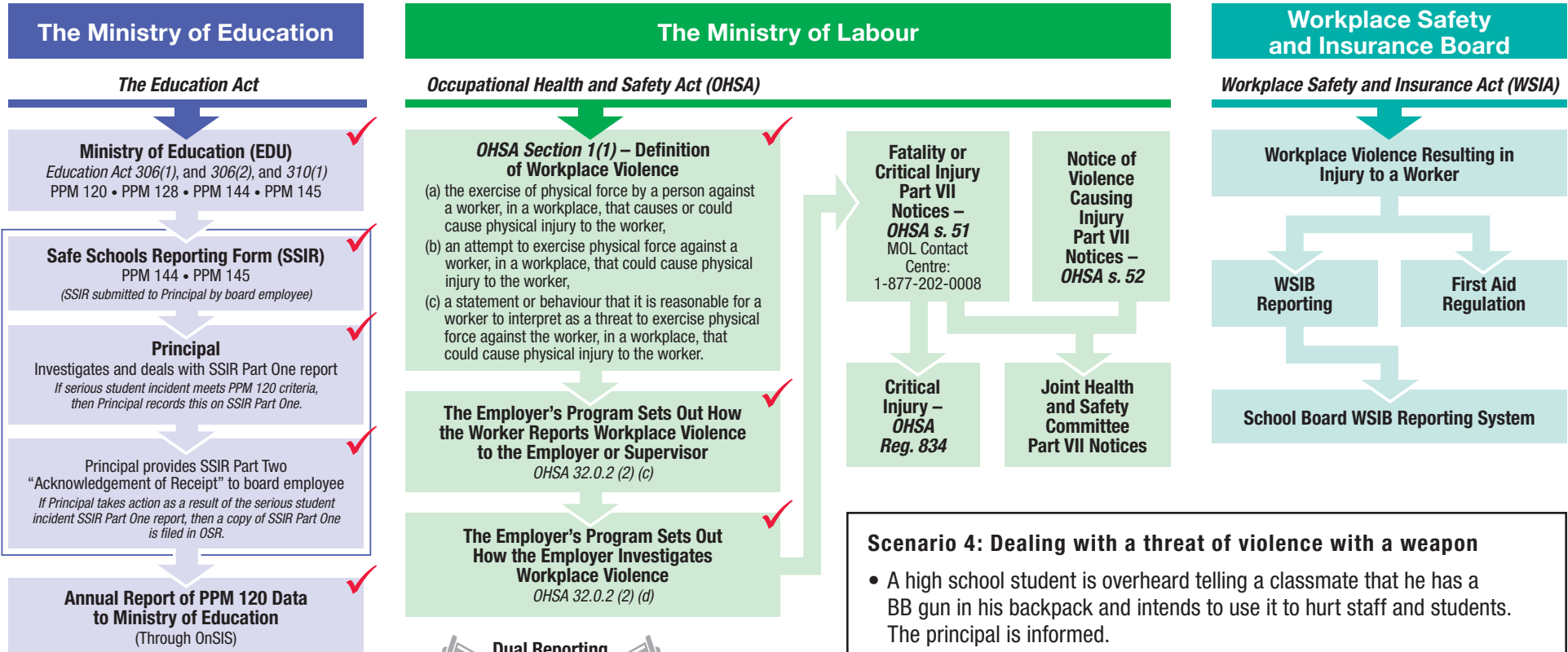


Appendix 3: Reporting actions for Scenario 4 shown on the Road Map

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 4: Dealing with a threat of violence with a weapon

- A high school student is overheard telling a classmate that he has a BB gun in his backpack and intends to use it to hurt staff and students. The principal is informed.
- Emergency procedures are activated and police are called. The police arrive on the scene, locate the firearm, and arrest the student.
- The student will be charged with carrying a concealed weapon, possession of a weapon for a dangerous purpose, and uttering threats to cause death or bodily harm. The school board and local police conduct coordinated investigations.

✓ Reporting actions for this scenario