



Safe and Caring Schools Incident Reporting Form – Part I

School Name	REPORT NO:
Name of Students Involved (if known)	
Location of Incident	<input type="checkbox"/> At a location in the school or on school property (specify) <input type="checkbox"/> On a School Bus (specify route number) <input type="checkbox"/> At a school related activity (specify) <input type="checkbox"/> Other (specify)
Date and Time	Incident Date: _____ Time: _____
<i>Type of Incident (please check all that apply)</i>	
Suspension a Principal shall consider (Education Act, Part XIII, Section 306(1))	
<input type="checkbox"/> 1. Uttering a threat to inflict serious bodily harm on another person *	<input type="checkbox"/> 5. 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"/> 2. Possessing alcohol or illegal drugs *	<input type="checkbox"/> 6. Bullying *
<input type="checkbox"/> 3. Being under the influence of alcohol *	
<input type="checkbox"/> 4. Swearing at a teacher or at another person in a position of authority *	
*Any activity listed in section 306(1) motivated by hate, bias or prejudice based on the prohibited grounds of the OHRC and gender identity and expression will be considered suspendable under section 310(1) of the Education Act.	
Suspensions that may be considered (Education Act, Part XIII, Section 306(1)(7))	
<input type="checkbox"/> 1. Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises *	<input type="checkbox"/> 8. Fighting *
<input type="checkbox"/> 2. Use of profane and improper language *	<input type="checkbox"/> 9. Possession or misuse of any harmful substances *
<input type="checkbox"/> 3. Use of tobacco *	<input type="checkbox"/> 10. Extortion*
<input type="checkbox"/> 4. Theft *	<input type="checkbox"/> 11. Inappropriate use of electronic communication/media *
<input type="checkbox"/> 5. Aid or Incite harmful behaviour *	<input type="checkbox"/> 12. An act considered by the Principal to be a breach of the Board's or School's Code of Conduct: Please specify the breach (30 characters max.) *
<input type="checkbox"/> 6. Physical assault *	
<input type="checkbox"/> 7. Being under the influence of illegal drugs *	<input type="checkbox"/> 13. Immunization
* Any activity listed in section 306(1) motivated by hate, bias or prejudice based on the prohibited grounds of the OHRC and gender identity and expression will be considered suspendable under section 310(1) of the Education Act.	
Suspension pending possible expulsions (Education Act, Part XIII, Section 310(1))	
<input type="checkbox"/> 1. Possessing a weapon, including a firearm	<input type="checkbox"/> 7. Giving alcohol to a minor
<input type="checkbox"/> 2. Using a weapon to cause or to threaten bodily harm to another person	<input type="checkbox"/> 7.1. Bullying if, i. the pupil has previously been suspended for engaging in bullying and, ii. The pupil's continuing presence in the school creates an un-acceptable risk to the safety of another person.
<input type="checkbox"/> 3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner	
<input type="checkbox"/> 4. Committing sexual assault (Refer to Board Policy P.045: Dealing With Abuse and Neglect of Students)	<input type="checkbox"/> 7.2. Any activity listed in section 306(1) motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
<input type="checkbox"/> 5. Trafficking in weapons or in illegal drugs	
<input type="checkbox"/> 6. Committing robbery	
Suspension pending possible expulsions (Education Act, Part XIII, Section 310(1)(8))	
<input type="checkbox"/> 1. Possession of explosive substance	<input type="checkbox"/> 5. Racial harassment
<input type="checkbox"/> 2. Sexual harassment	<input type="checkbox"/> 6. An act considered by the Principal to be a serious breach of the Board's or school's code of conduct: please specify the breach (30 characters max.)
<input type="checkbox"/> 3. Hate motivated occurrences	
<input type="checkbox"/> 4. Distribution of hate material	
Report Submitted By: Name:	Signature:
Role in School Community	Date:
Contact Information Location :	Telephone:
FOR PRINCIPAL'S USE ONLY:	CHECK IF INCIDENT WAS A VIOLENT INCIDENT, AS DEFINED IN POLICY/PROGRAM MEMORANDUM NO. 120. <input type="checkbox"/> Violent Incident