

<b>Report No:</b>	<b>CONFIDENTIAL</b> <b>SAFE SCHOOLS INCIDENT REPORTING FORM – PART I</b>
<b>Name of School:</b>	
<b>1. Names of Student(s) Involved (if known)</b>	
<b>2. Location of Incident (check one)</b>	<input type="checkbox"/> At a location in the school or on school property (please specify): _____ <input type="checkbox"/> At a school-related activity (please specify): _____ <input type="checkbox"/> On a school bus (please specify route #): _____ <input type="checkbox"/> Other (please specify): _____
<b>3. Date/Time of Incident</b>	Date: <a href="#">Click here to enter a date.</a> Time: _____
<b>4. Type of Incident (check all applicable)</b>	<p><b>Activities for which suspension must be considered under section 306(1) of the Education Act</b></p> <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"/> Use of profane or improper language <input type="checkbox"/> Engaging in any act considered by the principal to be injurious to the moral tone of the school <input type="checkbox"/> Engaging in any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community <input type="checkbox"/> Engaging in any act considered by the principal to be contrary to the Board or school Code of Conduct or the Board's Safe Schools Policies and Procedures <p><b>Activities for which expulsion must be considered under section 310(1) of the Education Act</b></p> <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"/> 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) <input type="checkbox"/> Any activity listed in subsection 306(1) that is motivated by bias, prejudice, or hate <input type="checkbox"/> Giving alcohol to a minor <input type="checkbox"/> Activities engaged in by the pupil that cause the pupil's presence in the school to be injurious to the physical or emotional well-being of other pupils or persons in the school

Notice of Collection: The personal information provided on this form and any other correspondence relating to involvement in Board programs is collected by the Thames Valley District School Board under the authority of the Education Act and Regulations (R.S.O. 1990 c.E.2) as amended. The information will be used to register the student in a school, for the collection of applicable student/activity fees, as well as for any consistent purpose. Information is shared with employees such that they may carry out their job duties. In addition the information may be used or disclosed to comply with legislation, for compelling circumstances affecting health and safety or discipline, as required in circumstances related to law enforcement matters, or in accordance with any other Act. For questions about this collection, contact the Board's Freedom of Information Co-ordinator, Thames Valley District School Board, 1250 Dundas Street, London, Ontario, N6A 5L1, Telephone 519-452-2000 ext. 20218. Revised April 2013

	<input type="checkbox"/> Activities engaged in by the pupil that cause extensive damage to the property of the Board <input type="checkbox"/> Any act considered by the principal to be a serious violation of the Board or school Code of Conduct or any of the Board's policies and procedures related to safe schools
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<b>5. Report Submitted By:</b>	Name: _____ Signature: _____ Role in the School Community: _____ <b>Contact Information:</b> Location: _____ Telephone: _____
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FOR PRINCIPAL'S USE ONLY: Check if incident was a violent incident, and defined in Policy/Program Memorandum No. 120.  
 Violent Incident

Information collected is under the authority Part XIII of the Education Act 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.

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## SAFE SCHOOLS INCIDENT REPORTING FORM – PART II

### ACKNOWLEDGEMENT OF RECEIPT OF REPORT

Report No: \_\_\_\_\_

Report Submitted By: \_\_\_\_\_ Name: \_\_\_\_\_

Date: [Click here to enter a 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 Process
  - 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: [Click here to enter a date.](#)

*Note:* Only Part II 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.

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