



# LIMESTONE DISTRICT SCHOOL BOARD

## SAFE SCHOOLS STUDENT INCIDENT REPORTING – Part 1

Report No: _____	<b>CONFIDENTIAL</b> <b>SAFE SCHOOLS INCIDENT REPORTING – PART 1</b>
<b>1. Name 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 number) _____ <input type="checkbox"/> Other (please specify) _____
<b>3. Time of Incident</b>	Date: _____ Time: _____
<b>4. Type of Incident (Check all that apply)</b>	<p><b>Activities for which suspension must be considered under section 306(1) of the <i>Education Act</i></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 student's school or to property located on the premises of the student's school <input type="checkbox"/> Bullying <input type="checkbox"/> Any act considered by the principal to be injurious to the moral tone of the school <input type="checkbox"/> 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"/> Any act considered by the principal to be contrary to the Board or school Code of Conduct  <p><b>Activities for which expulsion must be considered under section 310(1) of the <i>Education Act</i></b></p> <input type="checkbox"/> Possessing a weapon, including possessing a firearm or knife <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"/> Giving alcohol or drugs to a minor <input type="checkbox"/> An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others <input type="checkbox"/> A pattern of behaviour that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others <input type="checkbox"/> Activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board <input type="checkbox"/> Activities engaged in by the student on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property <input type="checkbox"/> The student has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper <input type="checkbox"/> Any act considered by the principal to be a serious violation of the requirements for student behaviour and/or a serious breach of the Board or school Code of Conduct <input type="checkbox"/> Where a student has no history of discipline or behaviour intervention, or no relevant history, a single act, incident or infraction considered by the principal to be a serious violation of the expectations of student behaviour and/or a serious breach of the Board or school Code of Conduct.
<b>5. Report Submitted By:</b> Name: _____ Role in School Community: _____ Signature: _____ Date: _____ Contact Information: Location: _____ Telephone: _____	
<b>6. FOR PRINCIPAL'S USE ONLY:</b> Check if incident was a <b>violent incident</b> , as defined in Policy/Program Memorandum No. 120. <input type="checkbox"/> <b>Violent Incident</b> Information is collected 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.	

**LIMESTONE DISTRICT SCHOOL BOARD**  
**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