** MINISTRY OF EDUCATION**

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| **Report No:**  **(office use only)** | **CONFIDENTIAL**  **NCDSB SAFE SCHOOLS INCIDENT REPORTING FORM - PART 1** |
| **Name of School** |  |
| **Names of Pupil(s) Involved** |  |
| **Location of the Incident**  **(please specify)** | **☐ A Location in the School or on School Property:**  **☐ At School-Related Activity:**  **☐ On a School Bus (Route #):**  **☐ Other (please specify):** |
| **Time of Incident** | **Date: Time:** |
| **Type of Incident**  **(check all applicable)** | **Activities for which suspension must be considered under section 306(1) of the Education Act**   * Uttering a threat to inflict serious bodily harm on another person * Possession of alcohol, illegal and/or restricted drugs * Being under the influence of alcohol or illegal drugs * Swearing at a teacher or another person in a position of authority * Committing an act of vandalism causing extensive damage to school property * Bullying * Persistent Opposition to Authority * Theft * Any act considered by the principal to be injurious to the moral tone of the school * Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community * Any act considered by the principal to be contrary to the Board or School Code of Conduct   **Activities for which expulsion must be considered under section 310(1) of the Education Act**   * Possessing a weapon, including possessing a firearm or knife * Using a weapon to cause or to threaten bodily harm to another person * Committing physical assault on another person that causes bodily harm requiring medical treatment * Committing sexual assault * Trafficking in weapons, illegal or restricted drugs * Committing robbery * Giving alcohol to a minor * Any activity listed in subsection 306(1) that is motivated by bias, prejudice or hate * 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) * An act considered by the principal to be significantly injurious to moral tone of the school and/or to the physical or mental well-being of others * A pattern of behavior that is so inappropriate that the pupil’s continued presence is injurious to the effective learning and/or working environment of others * Activities engaged in by the pupil on or off school property that causes the pupils continuing presence in the school to create unacceptable risk to the physical or mental well-being of other persons in the school or Board * Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods of that are/were on board property * The pupil has demonstrated through a pattern of behavior that he/she has not prospered by the instruction available to him or her and that he/she is persistently resistant to making changes in behavior which would enable him or her to prosper * Any act considered by the principal to be a serious violation of the requirements for pupil behavior and/or a serious breach of the Board or school Code of Conduct * Where a pupil has no history of discipline or behavior intervention, or no relevant history, a single act, incident or infraction considered by the principal to be a serious violation of the expectations of pupil behavior and/or a serious breach of the Board or School Code of Conduct |
| **Report Submitted By:** Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:  **Contact Information:** Location: Telephone: | |
| **For Principal Use Only: Check if incident was a violent incident as defined by PPM 120. □ Violent Incident** | |

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| **NCDSB SAFE SCHOOLS INCIDENT REPORTING FORM – PART I**  **DESCRIPTION OF INCIDENT** | |
| **Report No:** | **Date:** |
| **Student’s Name:** | **Report Submitted by:** |
| **Description of Incident:** | |
| **Name of Principal:**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **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.** | |

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| **NCDSB SAFE SCHOOLS INCIDENT REPORTING FORM – PART II**  **ACKNOWLEDGEMENT OF RECEIPT OF REPORT**  **Note: Only Part II is to be given to the person who submitted the report.** | |
| **Report No:** | **Date:** |
| **Report Submitted by:** | |
| **□ Investigation Completed**  **□** Action Taken **□** Action Not Taken  **□** 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **\*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 an investigation, the principal shall not disclose more personal information than is necessary for the purpose of communicating the results of the investigation.** | |