



Ministry of Education

School: _____

APPENDIX A

Report No: _____	CONFIDENTIAL - SAFE SCHOOLS INCIDENT REPORTING FORM – PART I
1. Name of Student(s) Involved (if known)	_____
2. Location of Incident (check one)	<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) _____
3. Time of Incident	Date: _____ Time: _____
4. Type of Incident (check all that apply)	<p>Activities for which suspension must be considered under section 306(1) of the Education Act</p> <input type="checkbox"/> 1. Uttering a threat to inflict serious bodily harm on another person <input type="checkbox"/> 2. Possessing alcohol or illegal drugs <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 <input type="checkbox"/> 5. 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"/> 6. Bullying <input type="checkbox"/> Any other activity for which a student may be suspended under board policy (see back of form) Namely # _____
	<p>Activities for which expulsion must be considered under section 310(1) of the Education Act</p> <input type="checkbox"/> 1. Possessing a weapon, including possessing a firearm or knife <input type="checkbox"/> 2. Using a weapon to cause or to threaten bodily harm to 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 <input type="checkbox"/> 5. Trafficking in weapons or in illegal or restricted drugs <input type="checkbox"/> 6. Committing robbery <input type="checkbox"/> 7. Giving alcohol to a minor <input type="checkbox"/> Any other activity for which a student may be expelled under board policy (see back of form) Namely # _____
5. Report Submitted By: Name: _____	
Contact Information: Location: _____ Telephone: _____	
6. Report Received by: Name: _____ Signature: _____ Date: _____ Time Submitted: _____	

PART II ACKNOWLEDGEMENT OF RECEIPT OF REPORT

Action Taken No Action Required Date: _____

Name of Principal/Vice Principal: _____ Signature: _____

Principal or delegate is to complete, sign and copy (this side only), remove student name from copy and return copy to the person who made the report.

This form is to be retained for a minimum of one year

As per the Education Act, Section 306 (1) 7 Any other activity that is an activity for which a principal may **suspend** a student under a **policy of the board**. **Halton District School Board Code of Conduct** includes the following:

7. Disorderly conduct, persistent opposition to authority, conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school.
8. Possession or use of explosive devices, including fireworks.
9. Fire setting, initiating false alarm, making a bomb threat, an act that places individuals, property or community at risk.
10. Extortion – attempting to take money or property under threat of harm or duress.
11. Harassment – repeated comments or conduct that is known or ought to be known as unwelcome on the basis of sex, gender identity, sexual orientation, race, colour, ethnicity, culture, citizenship, ancestry, origin, religion, creed, family status, socio-economic status, disability and/or any other immutable characteristic or ground protected by the Human Rights Code, as well as inappropriate sexual behaviour.
12. Hate crimes – words or actions considered offensive in reference to a person’s gender identity, sexual orientation, race, colour, ethnicity, culture, citizenship, ancestry, origin, religion, creed, family status, socio-economic status, disability and/or any other grounds protected by the Human Rights Code of Ontario.
13. Smoking on school property – violation of the Tobacco Control Act, 1998.
14. Theft – taking, possessing property without the permission of the owner.
15. Vandalism of school or Board property.
16. Reckless or dangerous use of a vehicle (e.g. car, motorcycle, bicycle, etc.) on school property.

As per the Education Act Section 310(1) 8 Any other activity that, under a policy of the board, is an activity for which a principal must suspend a student and conduct an investigation to determine whether to recommend to the board that the student be **expelled**. **Halton District School Board Code of Conduct** includes the following:

8. An act considered by the principal to be significantly injurious to the moral tone of the school and/or the physical or mental well-being of others.
9. 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;
10. 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;
11. 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:

ACTION TAKEN

(PRINCIPAL OR DELEGATE TO COMPLETE)

- Reminders/review of expectations (including Code of Conduct);
- Contact or meeting with the student’s parent(s)/guardian(s), teachers, support staff
- Work assignment with a learning component;
- Volunteer service to the school/community;
- Referral to community agency or counseling;
- Conflict mediation and resolution, restorative practices
- Collaborative Problem Solving;
- Involvement of police (or school liaison/D.A.R.E. officer) ___ probation and parole if appropriate;
- Detention;
- Withdrawal of privileges;
- Withdrawal from class;
- Restitution for damages;
- Restorative practices;
- Other _____
- Suspension _____ days
- Suspension pending recommendation to expel from: current school
 from all schools