



Reporting to the Principal and Responding to Incidents

Although our learning environments may look different, whether we are serving in the in-person model or virtual model, it is important that we continue to follow established requirements and expectations including:

Reporting to the Principal and Responding to Incidents

Reporting to the Principal: The purpose of reporting serious student incidents is to ensure that the principal is aware of any activities taking place in the school for which suspension or expulsion must be considered and to help ensure a positive school climate. An employee of the board who becomes aware that a student at a school of the board may have engaged in a serious student incident shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day. In cases where an immediate action is required, an oral report to the principal may be made. A written report must be made when it is safe to do so. All employee reports, including those made to the principal orally, must be confirmed in writing, using the *Safe Schools Incident Reporting Form – Part I*. The principal must provide the employee who reported the incident with written acknowledgement using the *Safe Schools Incident Reporting Form – Part II*.

How to Complete a *Safe Schools Incident Reporting Form – Part I* using the Progressive Discipline Application

Steps:

1. Access the **Employee Portal Page**.
2. Click **Applications** in the Home Row.
3. From the list, click **Progressive Discipline Safe Schools**.
4. Enter *username* and *password* to access application.
5. Click **Reporting Form** in the Home Row.
6. Populate fields that appear on first screen of *Reporting Form-Part I*.
7. Click **Save** followed by **Next** to proceed to *Reporting Form-Part I Con't*.
8. Be sure to **Sign Off** to complete entry.
9. Following **Sign Off**, a red message will appear indicating that 'Sign off completed. E-mail sent to principal'.
10. **Log Off** which is available in the top right corner of screen.

Responding to Incidents: The purpose of responding to incidents that can have a negative impact on school climate is to stop and correct it immediately so that the students involved can learn that it is unacceptable. Board employees who work directly with students must respond to any student behaviour that is likely to have a negative impact on the school climate. When board employees are aware that an incident involves a student with special education needs, they are expected to respond in a way that takes into account information in the student's IEP. For incidents where board employees feel it is not safe to respond, they will be expected to inform the principal as soon as possible who will address the student's behaviour.

****Reminder:** Serious student incidents must be reported to the principal and confirmed in writing as described above.