

TCDSB Progressive Discipline Policy, S.S. 10  
APPENDIX C  
Reporting Forms and Incident Summary Sample

## Reporting Form Part I



### Reporting to the Principal - Safe Schools Incident

#### Reporting Form - Part I



<b>Report No:</b>	<b>CONFIDENTIAL</b> <b>SAFE SCHOOLS INCIDENT REPORTING FORM - PART I</b>
Name of School:	
1. Names of pupil(s) Involved (if known)	
2. Where the Incident Occurred (check one)	<input type="checkbox"/> A Location in the School or on School Property (please specify) _____ <input type="checkbox"/> At School-Related Activity (please specify) _____ <input type="checkbox"/> On a School Bus (Route #) _____ <input type="checkbox"/> Other Location (please specify) _____
3. When the Incident Occurred	Date: _____ Time: _____
4. Type of Incident (check all applicable)	<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"/> Committing robbery <input type="checkbox"/> Trafficking in weapons <input type="checkbox"/> Trafficking in illegal drugs <input type="checkbox"/> Giving cannabis to minor <input type="checkbox"/> Giving alcohol to a minor <p><b>[Note: Boards must specify on this form any other activities for which the board may expel according to board policy.]</b></p> <input type="checkbox"/> Possession of explosive substance <input type="checkbox"/> Serious or repeated misconduct <input type="checkbox"/> Refractory conduct <input type="checkbox"/> Conduct injurious to the moral tone of the school or to the physical or mental well-being of others

## Reporting Form Part I (Continued)

<b>Report No:</b>	<b>CONFIDENTIAL SAFE SCHOOLS INCIDENT REPORTING FORM - PART 1 CON'T</b>	
4. Type of Incident (check all applicable)	<p><b>Activities for which Suspension must be considered under section 306(1) of the Education Act</b></p> <ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person</li> <li><input type="checkbox"/> Bullying</li> <li><input type="checkbox"/> Possessing alcohol</li> <li><input type="checkbox"/> Possessing cannabis, unless the pupil is a medical cannabis user</li> <li><input type="checkbox"/> Swearing at a teacher or at another person in a position of authority</li> <li><input type="checkbox"/> Possessing an illegal drug</li> <li><input type="checkbox"/> Being under the influence of alcohol</li> <li><input type="checkbox"/> Being under the influence of cannabis, unless the pupil is a medical cannabis user</li> </ul> <p><b>[Note: Boards must specify on this form any other activities for which the principal may suspend according to board policy.]</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Being under the influence of illegal drugs</li> <li><input type="checkbox"/> Harassment</li> <li><input type="checkbox"/> Aid/incite harmful behaviour</li> <li><input type="checkbox"/> Conduct injurious to the moral tone of the school or to the physical or mental well-being of others</li> <li><input type="checkbox"/> Fighting</li> <li><input type="checkbox"/> Habitual neglect of duty</li> <li><input type="checkbox"/> Persistent opposition to authority</li> <li><input type="checkbox"/> Physical assault</li> <li><input type="checkbox"/> Theft</li> <li><input type="checkbox"/> Use of profane or improper language</li> <li><input type="checkbox"/> Extortion</li> <li><input type="checkbox"/> Inappropriate use of electronic communications / media equipment</li> </ul>	
5. Report Submitted By: Name: _____ Signature: _____ Date: _____		
<b>Role in School Community:</b>		
Contact Information: Location: _____ Telephone: _____		
6. FOR PRINCIPAL'S USE ONLY: Check if incident was a violent incident, as defined in Policy/Program Memorandum No. 120.		
<input type="checkbox"/> <b>Violent incident</b>		
<small>Information is collected under the authority of Part XIII of the Education Act and 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. *As defined in the Education Act, a medical cannabis user is a person who is authorized to possess cannabis for the person's own medical purposes in accordance with applicable federal law.</small>		

**Reporting Form Part II****SAFE SCHOOLS INCIDENT REPORT 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:

(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.

**Incident Summary Sample****St. Elsewhere**

**Date:** 2014-06-20  
**Report No:** 106318  
**Student Name:** Simpson, Bart

**Incident Details**

Location	Hallway
Date:	2014-02-25
Time:	01:30 PM

**Infraction(s)**

- Being under the influence of illegal drugs

**Action Taken By Administration**

## Intervention(s)

- Meeting with Parents  
 Request Social Work Intervention  
 Request Guidance Counsellor Intervention  
 Request Child and Youth Worker Intervention  
 Meeting with Principal/Vice Principal  
 Other: Possible Drug Counselling

**Outcome:**

Given consideration to mitigating and other factors, suspension is not issued.

*Principal Signature*

\_\_\_\_\_

Principal Name

Date

Principal Title

Copy to OSR and Parent/Guardian