

Safe and Caring Schools Incident Reporting Form – Part II



Acknowledgement of Receipt of Report

REPORT NO:

School Name	
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Report Submitted By: Name:		Date:	
Outcome:	Action Taken	No Action Taken	
	Parent Contacted	Parent Not Contacted	
Name of Principal:			
Signature:		Date:	

*Note: Only Part II of the Incident Reporting form is to be given to the person who submitted the report.
Report number to be the same report number as Part I.*



Safe and Caring Schools Incident Reporting Form – Part I

School Name		REPORT NO:
Name of Students Involved (if known)		
Location of Incident	<input type="checkbox"/> At a location in the school or on school property (specify)	At a school related activity (specify)
	<input type="checkbox"/> On a School Bus (specify route number)	Other (specify)
Date and Time		Time:
<i>Type of Incident (please check all that apply)</i>		
Suspension a Principal shall consider (Education Act, Part XIII, Section 306(1))		
<input type="checkbox"/>	1. Uttering a threat to inflict serious bodily harm on another person	4. Swearing at a teacher or at another person in a position of authority 5. 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 6. Bullying
<input type="checkbox"/>	2. Possessing alcohol or illegal drugs	
<input type="checkbox"/>	3. Being under the influence of alcohol	
Suspensions that may be considered (Education Act, Part XIII, Section 306(1)(7))		
<input type="checkbox"/>	1. Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises	10. Fighting 11. Possession or misuse of any harmful substances 12. Hate motivated violence 13. Extortion 14. Distribution of hate material 15. Inappropriate use of electronic communication/media 16. An act considered by the Principal to be a breach of the Board's or school's Code of Conduct: Please specify the breach (30 characters max.)
<input type="checkbox"/>	2. Use of profane and improper language	
<input type="checkbox"/>	3. Use of tobacco	
<input type="checkbox"/>	4. Theft	
<input type="checkbox"/>	5. Aid/Incite harmful behaviour	
<input type="checkbox"/>	6. Physical Assault	
<input type="checkbox"/>	7. Being under the influence of illegal drugs	
<input type="checkbox"/>	8. Sexual harassment	
<input type="checkbox"/>	9. Racial harassment	
Suspension pending possible expulsions (Education Act, Part XIII, Section 310(1))		
<input type="checkbox"/>	1. Possessing a weapon, including a firearm	5. Trafficking in weapons or in illegal drugs 6. Committing robbery 7. Giving alcohol to a minor
<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	
Suspension pending possible expulsions (Education Act, Part XIII, Section 310(1)(8))		
<input type="checkbox"/>	1. Possession of explosive substance	2. An act considered by the Principal to be a Serious Breach of the board's or school's code of conduct: please specify the breach (30 characters max.)
Report Submitted By: Name:		
Signature:		Date:
Contact Information Location:		Telephone: