

ALCDSB Caring and Safe Catholic Schools Incident Reporting Form – Part I

Report No:	(to be provided by School Administration)
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 (please specify) _____
3. When the Incident Occurred	Date: _____ Time: _____
4. Type of Incident (check all applicable)	<p>Activities for which suspension must be considered under section 306(1) of the Education Act:</p> <input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person; <input type="checkbox"/> Possessing alcohol or illegal drugs; <input type="checkbox"/> Being under the influence of alcohol; <input type="checkbox"/> Swearing at a teacher or at another person in a position of authority; <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; <input type="checkbox"/> Bullying; <input type="checkbox"/> Medical immunization; <input type="checkbox"/> Any other activity for which a pupil may be suspended under a policy of the board. <input type="checkbox"/>
	<p>Activities for which suspension must be considered under Board policy:</p> <input type="checkbox"/> persistent truancy; <input type="checkbox"/> persistent opposition to authority; <input type="checkbox"/> habitual neglect of duty; <input type="checkbox"/> serious breaches of the Board Code of Conduct or the School Code of Conduct; <input type="checkbox"/> conduct injurious to the moral tone of the school; <input type="checkbox"/> conduct injurious to the physical or mental well-being of others in the school; <input type="checkbox"/> the willful destruction of school property, vandalism causing damage to school or Board property, or to property located on school or Board premises; <input type="checkbox"/> the use of tobacco; <input type="checkbox"/> the use of profane or improper language; <input type="checkbox"/> infraction(s) off school property where the pupil's conduct in the community negatively impacts on the school; <input type="checkbox"/> dress that contravenes the established dress code within a school;

- being in possession of, or being under the influence of, or providing others with legal drugs without a prescription for the said drugs, or in a manner or an amount not contemplated by a prescription for the said drugs, or in a manner or an amount not contemplated in the general instructions for use of the said drugs;
- being under the influence of alcohol or illegal drugs;
- taking photographs and/or video and/or audio recordings during an instructional class and in other areas of the school, unless authorized by the Principal or classroom teacher;
- harassing another person by the use of mechanical/electronic technology or communications;
- invading another person's privacy by the use of mechanical/electronic technology or communications;
- production, possession and/or distribution of hate material, including pornography;
- possession or misuse of any harmful and/or explosive substances;
- extortion;
- theft;
- aid/incite harmful behaviour;
- physical assault.

Activities for which expulsion must be considered under section 310(1) of the *Education Act*:

- Possessing a weapon, including possessing a firearm.
- Using a weapon to cause or to threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing sexual assault.
- Trafficking in weapons or in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.

Activities for which expulsion must be considered under Board policy:

- a pattern of behaviour so refractory that the pupil's presence is injurious to the effective learning of others;
- repeated and serious breaches of the Board Code of Conduct where all previous interventions and sanctions have proven ineffective;
- trafficking in legal drugs;
- a course of serious harassment of another person;
- a course of serious invasions of another person's privacy by the use of mechanical/electronic technology or communications.

5. Report Submitted By: Name: _____

Signature: _____ Date: _____

Contact Information: Location: _____ Telephone: _____

ALCDSB Caring and Safe Catholic Schools Incident Reporting Form – Part II

**CARING AND SAFE CATHOLIC SCHOOLS INCIDENT REPORTING
FORM – PART II**

ACKNOWLEDGEMENT OF RECEIPT

Report No: _____

Report Submitted By: Name: _____

Date: _____

Action Taken

No Action Required

(Principal): Name: _____

Signature: _____

Date: _____

Note: Only Part II to be returned to the person who reported.