|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date:** |  | | **Time:** |  |
|  |  | |  |  |
| **Students Involved:** | **Name** | | **Class** | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | | | |
| **Location:** | * Assembly * Classroom | * Playground * Bathroom | | * Dining Room * Resource Room |
|  |  | | | |
| **Nature of Incident:** | * Communicating threats * Fighting * Harassment – verbal * Harassment – sexual * Aggressive behaviour * Inappropriate language/Disrespect * Insubordination * Theft * Disruptive behaviour * Assault on student * Assault on school personnel * Possession of pornographic materials | | * Bullying * Disrespect of faculty/staff * Leaving class without permission * Leaving school without permission * Mutual sexual contact between two students * Gang activity * Cyber-bullying * Possession of controlled substance in violation of law – marijuana * Alcohol possession * Sexual offense | |
|  |  | | | |
| **Supporting Details:** |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
| **Actions Taken:** |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
| **Outcome:** |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
| **Name:** |  | |  |  |
|  |  | |  |  |
| MAJOR INCIDENTS SHOULD BE RECORDED AND SENT TO THE OFFICE. | | | | |
|  |  | | | |
| **Date Received:** |  | | **Signature** |  |
|  |  | | | |