Medicine Hat Public School Division

601-1st Avenue SW, Medicine Hat, AB T1A 4Y7 | Phone 403.528.6700 | Fax 403.529.5339 | www.mhpsd.ca

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: DOCUMENTATION

PROCEDURE CODE:	*624 AP 003*
Policy Reference: 624 – Student Records	

PROCEDURE

Students have a responsibility to contribute to a safe and caring environment, to be positively engaged in learning and to respect the dignity of others. Schools have a responsibility for documenting, monitoring, tracking and reporting efforts to support students in meeting these outcomes. Consistent use of documentation is also important to support transition of students and staff between schools. To this end, this procedure outlines the process for documentation across the system.

1. General
   - 1.1. Principals shall ensure that teachers and support staff are aware of the documentation expectations.
   - 1.2. Principals shall shall ensure that staff are properly trained to use the documentation platforms.
   - 1.3. Principals shall ensure a level of quality to the professional notes through training staff and by reviewing notes.
2. Definitions
   - 2.1. Incidents – These are professional notes by administrators that describe significant and major events. These notes carry forward over time and should identify all parties involved. Only administrators can author and read Incident Reports. If an injury occurs as a result of an incident, school will complete the appropriate "injury/accident report."
   - 2.2. Log Entries – These are professional notes by teachers and administrators on day-to-day occurrences. All teaching staff have access to entering this information and are expected to document the necessary interactions. Log entries should be used for:
     - 2.2.1. Documentation of communication with home (positive and/or negative);
     - 2.2.2. Documentation of communication with student (positive and/or negative);

2.2.3. Exclusion from class by a teacher;

2.2.4. Programming notes.

2.3. Injury/Accident Reports – Injuries to anyone on school property or during school events should be documented in a report. If an injury occurs as the result of an "incident", it will be documented in both tools. Examples of injuries/accidents include: student slip and fall, adult slip and fall, child injures staff member, student injured in an altercation, student injured at an athletic event or school function. Detailed procedures can be found in the OHS Manual.

2.4. Suspension Letters – Letters to parents/guardians and/or students notifying them in writing that an in-school or out-of-school suspension has been issued. Support documents can be found in Procedure 632 P 001 – School Discipline and Exhibit 632 E 003 – Suspension Letter Template.

REFERENCES

Occupational Health and Safety Manual

632 AP 001 – School Discipline

632 E 003 – Sample Template of Letter of Suspension

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