Sample INCIDENT REPORT

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Bobby Doe</th>
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<tbody>
<tr>
<td>Supervising Teacher:</td>
<td>Ms. Smith</td>
</tr>
<tr>
<td>Date of Incident:</td>
<td>5/25/12</td>
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<tr>
<td>Time/Location of Incident:</td>
<td>11:15a/Playground</td>
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Description of Incident:
- Keep the tone neutral and factual.
- Use third person perspective. If necessary, have a witnessing teacher write it up if you were involved in a conflict with the student.
- Offer pertinent, non-inflammatory detail, such as relevant events that led into the incident (i.e. “a friend said something unkind” vs. “a friend called him ‘stinky’”)
- Remember that this is a description, not an assessment or judgment. Give students and parents the benefit of the doubt.

Bobby had a rough morning today. After a friend said something unkind, he dumped sand on her head. When a teacher approached him to assist, he shouted, “No!” and ran away. Once he calmed down, the teacher helped Bobby problem-solve appropriate ways to express his feelings.

Reason Incident is Noteworthy:
- HOW is the behavior/incident noteworthy? WHY are you reporting it? Be clear and concise.
- Does a message of love come through? Can parents feel your concern/pride?
- This is not the place for ultimatums. Do not use terms like “unacceptable.”

This behavior is out of character for Bobby. He is usually kind to his friends and cooperative with teachers.

What Was Discussed with Your Child:
- HOW did you address the matter/intervene?
- Be professional and descriptive, including any catch phrases you may have used (i.e. “helping hands” or “inside voices”)

A teacher role-played with Bobby to explore how he would feel in his friend’s shoes. She used humor to diffuse his frustration and assisted him to empathize with his friend. He then apologized and made amends with her independently.

How You Can Help:
- Express any concerns or expectations for this type of behavior/incident at home.
- 80% of the time, the best response here is: “No action is required. Matter was resolved at school.” It would be ineffective for this report to incite punishment at home.

We’ve noticed Bobby seems sleepy and irritable in the mornings this week. Have there been any changes to his sleeping patterns?

Notes:
- Timeliness is essential. Whenever possible, this form should be reviewed by an administrator; however, if an administrator is not available, err on the side of presenting it to parents the SAME DAY.
- If incidents are serious or consistent in nature, use the Notes section to request a parent conference.

Remember: The purpose of this form is to maintain constructive communication with parents and “keep them in the loop.” They should NEVER convey frustration. Positive incident reports are encouraged!