

Westview Elementary School Incident Report

Student Name: _____ Date: _____ Grade: ____ Time: _____ a.m. p.m.
 Classroom Teacher: _____ Teacher Completing: _____

What happened? (One sentence summary please—use back side for note-taking and details)

Problem Behavior:

- Abusive Language
- Bullying—Cyber
- Bullying—Physical
- Bullying—Verbal
- Cheating/Plagiarism/Forgery

- Controlled Substance Violation
- Disrespect of School Property
- Disruptive Behavior
- Dress Code Violation
- Lying
- Insubordination

- Physical Aggression
- Technology Misuse
- Theft
- Unsafe Conduct
- Verbal Intimidation
- Weapon(s)
- Other _____

Location:

- Bathroom
- Bus/Bus Stop
- Classroom
- Hallway
- Library
- Lunchroom
- Outside
- Playground
- Other: _____

Possible Reason for Behavior:

- Attention from peer(s)
- Attention from adult(s)
- Avoid peer(s)
- Avoid adult(s)

- Avoid Work
- Obtain Item(s)
- Lack of Anger Control
- Other _____
- Unknown

Step 1—Reminder/Intervention

Step 2—Parent Contact

Step 3—Consequences (*Provide Date*)

Step 4—Suspension (Office Only)

Phone Call Details:
 Date: _____
 Time: _____
 Spoke With: _____
 or Msg. _____
 In Person

Restorative Conversation _____
 Loss of privilege _____
 Lunch Detention _____
 Recess Detention _____
 Other _____

Bus Suspension ____ day(s)
 Dates: _____
 In School Suspension ____ day(s)
 Dates: _____
 Out-of-School Suspension ____ day(s)
 Dates: _____

Date for Follow Up to Ensure Improvement: _____ or Not Necessary (*If date is given, do not come to office unless directed by an adult at school.*)

Student Reflection (*Student please complete this section at home with a parent*)

Parents/Guardians: Please discuss the incident with your child and return this form on the next school day.

Student Name: _____ Date: _____

1. The personal behavior expectation(s) that were broken include:

Be Respectful

Be Responsible

Be Safe

2. What did you want?

- | | |
|---|---|
| <input type="checkbox"/> I wanted attention from others | <input type="checkbox"/> I wanted to cause others problems because they don't like me |
| <input type="checkbox"/> I wanted to challenge adults | <input type="checkbox"/> I wanted to be in control of the situation |
| <input type="checkbox"/> I wanted to be sent home | <input type="checkbox"/> I wanted to avoid doing my work |
| <input type="checkbox"/> I wanted to cause problems because I feel bad inside | <input type="checkbox"/> I wanted revenge |
| <input type="checkbox"/> I wanted to hurt others because I was angry. | <input type="checkbox"/> I wanted to have a break |
| | <input type="checkbox"/> Other: _____ |

3. What will you choose to do differently next time? *If I am in the same situation again I will...*

Student Signature: _____ Staff Signature: _____

Parent/Guardian Signature: _____

Thank you for your cooperation!

Westview School Behavioral Response Guidelines

Revised Fall, 2019

Staff member is to complete top (Outlined) portion of incident report and send to office for processing.

Discipline: Derived from the Latin word Disciplina, meaning TEACHING, LEARNING, & GROWING.

General Scenarios:	<i>Teacher investigates and establishes facts. Teacher determines that incident <u>can</u> be managed in relatively short time.</i>	<i>Teacher investigates and facts are not clear. Teacher determines that incident <u>cannot</u> be managed in relatively short time. Teacher resumes classroom routine, and returns to investigating incident another time. Consult with principal as needed.</i>	<i>Teacher investigates and facts are not clear. Teacher determines that incident cannot be managed in relatively short time and anticipates consequences may involve in-school or out of school suspension. Consult with principal as needed.</i>
1. Confront Misbehavior	Confront the misbehavior. Work with student to establish the desired behavior for this scenario.	Confront the misbehavior. Work with student to establish the desired behavior for this scenario.	Confront the misbehavior. Work with student to establish the desired behavior for this scenario.
2. Correct & Communicate	<i>Teacher Consider:</i> What can we introduce that will reasonably result in the student not repeating the misbehavior? <ul style="list-style-type: none"> ● Restorative Conversation ● Parent Contact ● Loss of Privilege ● Lunch Detention ● Recess Detention ● Other: (i.e. letter of apology) Arrange for written passes, Chromebooks, or other materials for student consequence if necessary.	<i>Teacher Consider:</i> What can we introduce that will reasonably result in the student not repeating the misbehavior? <ul style="list-style-type: none"> ● Restorative Conversation ● Parent Contact ● Loss of Privilege ● Lunch Detention ● Recess Detention ● Other: (i.e. letter of apology) Arrange for written passes, Chromebooks, or other materials for student consequence if necessary.	<i>Teacher Consider with principal:</i> What can we introduce that will reasonably result in the student not repeating the misbehavior? <ul style="list-style-type: none"> ● Restorative Conversation ● Parent Contact ● Loss of Privilege ● Lunch Detention ● Recess Detention ● Other: (i.e. letter of apology) Arrange for written passes, Chromebooks, or other materials for student consequence if necessary.
Establish how incident will be communicated with parent/guardian.			
3. Document	Teacher complete incident report within bold black box, drawing a line through any section considered, but determined not to be relevant.	Teacher complete incident report within bold black box, drawing a line through any section considered, but determined not to be relevant.	Teacher consult with principal on completing incident report within bold black box, drawing a line through any section considered, but determined not to be relevant.

In ALL cases: 1. Confront misbehavior 2. Correct & Communicate 3. Document

NOTES:

Restorative Conversations: Relationships, Respect, Responsibility, Restoration, Reintegration

When speaking to someone who has caused harm:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who do you think has been affected by what you did? In what way?
- What do you need to do to make things right?
- How can we make sure this doesn't happen again?

When speaking to someone who was harmed:

- What did you think when it happened?
- What have you thought about since?
- How have you been affected?
- Who else has been affected?
- What's been the hardest part?
- What's needed to make things right?
- How can we make sure this doesn't happen again?

When needing to go deeper...

Was it the right or wrong thing to do? Was it fair or unfair? What exactly are you sorry for? If you had to do over, what would you do differently?