

Behavioral Incident Report Procedures

Behavioral incident reports provide documentation of events that have occurred involving students that may, or will have implications for future consequences. These reports describe incidents that are deemed serious, and/or so unusual to warrant a written record. These records become part of a student's file and may be used as part of ongoing student evaluation, as well as program evaluation data. Do not guess at information. They are an important component in the processing of an incident with the student, parents, and others, and are also potential data in any legal proceeding that may follow. Therefore, they must be written accurately, completely, legibly, and as soon as possible after the incident. Report should always be written when the problem behavior involves a violation of law (e.g. assault, weapons, drugs, theft, vandalism), any act related to safety, an act that may result in a suspension, and all incidents involving physical restraint of a student or physical contact that may be questioned.

A useful rule to observe when deciding if an incident should be reported is: When in doubt, document it. The individual responsible for writing a report is s/he who was directly involved, first observed, or received knowledge of the incident. The sequence of events in an incident may require separate reports from different adult observers/participants.

When two or more students are involved, separate reports should be written for each student describing his/her behavior(s). Reports are retained in confidential student files. Thus, to protect individual rights do not put more than one name at the top of a report.

When writing a report, you must complete the report as soon as possible and:

1. fill in the student's full name
2. fill in the time and date
3. check the location
4. check the type problem
5. identify witnesses
6. identify the activity in progress or the context of the incident
7. accurately and completely describe the facts as you know them, and include relevant detail about circumstances leading up to the incident, what immediate actions you and/or others took and any detail necessary concerning the duration and sequence of events from onset to conclusion.
8. Check how the incident was handled. Additional consequences may be checked at a later time. Note some incidents may not require immediate action but warrant documentation only to establish behavior patterns or for possible future action.
9. Indicate any recommendations you have for follow-up.
10. Sign your full name and title.
11. Give to an administrator and follow school policies regarding the making of additional copies.

Remember: your report may be read by parents, officers of the court, or others who may be legally entitled to the information. And, it may be read at times when you are not present to explain the meaning of your statement. Thus, the report should be written with sufficient factual detail that it will be clearly understood without additional explanation.

BEHAVIORAL INCIDENT REPORT

Student _____	Time _____	Date _____
Location: <input type="checkbox"/> Bus <input type="checkbox"/> Classroom <input type="checkbox"/> Hall <input type="checkbox"/> Lunchroom <input type="checkbox"/> Gym <input type="checkbox"/> Grounds <input type="checkbox"/> Office <input type="checkbox"/> Other _____		
Activity In Progress: _____		
Type of problem behavior(s): <input type="checkbox"/> verbal aggression <input type="checkbox"/> physical aggression <input type="checkbox"/> defiance <input type="checkbox"/> sexual aggression <input type="checkbox"/> property damage <input type="checkbox"/> drug use/possession <input type="checkbox"/> weapon possession <input type="checkbox"/> disorderly conduct <input type="checkbox"/> Other _____		
Witnesses: adults _____ students _____		

Describe the incident: (include circumstances leading up to the event and persons involved)

(Continue on back if necessary.)

How was it handled? Mark all that are appropriate. **For Documentation Only**

office referral parent called timeout detention counseling lost privileges

in-school suspension dismissal rest-of-day suspension (number of days _____)

parent conference charges filed other (describe) _____

What are your recommendations for follow-up to this incident?

conference with parent report to P.O./other agency conference with agency _____

file charges formal case staffing expulsion other _____

Attending Adult: _____ **Title:** _____