

# BEHAVIOUR INCIDENT REPORT (Grade 7-12 Students)



ALL INCIDENTS MUST BE REPORTED whether they occur in the classroom, in the gym, while on extra-curricular outings or activities, field trips, or outside recreational areas.

**NOTE:** A **third incident** involving the same behaviour, requires a meeting with parents, homeroom teacher, and principal.

Grade 7-9 "subject" teachers should debrief with the homeroom teacher by 3:15 pm on the date of the incident and decide who communicates home.

The teachers and EAs who witness an incident must report the incident.

I AM REPORTING (name the behaviour):

REPORTER	DATE:	STUDENT'S NAME:											
	TIME:												
	GRADE:	LOCATION:											
	OTHER STUDENTS INVOLVED:												
	DESCRIPTION OF INCIDENT:												
	IMMEDIATE ACTION TAKEN:												
	REPORTER'S NAME:						SIGNATURE:						
<i>Reporter give form to Classroom Teacher</i>													
TEACHER	STAFF NAME:												
	STEPS TAKEN BY TEACHER: <input type="checkbox"/> Emailed parents <input type="checkbox"/> Spoke to parents in person <input type="checkbox"/> Telephoned Home (Pick one)												
	DATE PARENT WAS NOTIFIED:												
	STAFF SIGNATURE:												
OFFICE	OCCURENCE OF THIS BEHAVIOUR:	1	2	3	4	5	6	7	8	9	10	LS TEACHER INITIAL:	PRINCIPAL SIGNATURE:

Homeroom /Subject Teacher to email the Green Sheet home

PARENT

Today at school, \_\_\_\_\_, received a Green Sheet. This is the report describing the incident & behaviour. You've been contacted by their teacher via \_\_\_\_\_. Please talk with your child and inform the teacher of your **home action plan**.

**NOTE:** A third incident involving this behaviour, requires a meeting with parents, classroom teacher, and principal.

## PARENT NOTIFICATION GRID

Grades 7 - 9	Grades 10-12
<p><b><i>Every Occurrence</i></b></p> <p>Alcohol on property</p> <p>Arson</p> <p>Assault</p> <p>Bullying</p> <p>Cheating/Plagiarism</p> <p>Dangerous Threats</p> <p>Drugs on property</p> <p>E-Cigs, Vaping on property</p> <p>Fighting</p> <p>Pornographic viewing at school</p> <p>Stealing</p> <p>Technology Misconduct</p> <p>Truancy</p> <p>Weapons</p> <p>Sexually inappropriate behaviour and language</p> <p>Racism</p> <p><b><u>Third Occurrence</u></b></p> <p>Cell-phone infractions</p> <p>Disrespect</p> <p>Swearing</p> <p>Uniform</p>	<p><b><i>Every Occurrence</i></b></p> <p>Alcohol on property</p> <p>Arson</p> <p>Assault</p> <p>Bullying</p> <p>Cheating/Plagiarism</p> <p>Dangerous Threats</p> <p>Drugs on property</p> <p>E-Cigs, Vaping on property</p> <p>Fighting</p> <p>Pornographic viewing at school</p> <p>Stealing</p> <p>Technology Misconduct</p> <p>Truancy</p> <p>Weapons</p> <p>Sexually inappropriate behaviour and language</p> <p>Racism</p> <p><b><u>Third Occurrence</u></b></p> <p>Cell-phone infractions</p> <p>Disrespect</p> <p>Swearing</p> <p>Uniform</p>