



# Highland Junior High Incident Report

Today's Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

First/Last Name: \_\_\_\_\_

Once form has been completed, deliver it to Main Office

Names of People Involved in the Incident **(First/Last/Grade)**:

\_\_\_\_\_ (Grade) \_\_\_\_\_

\_\_\_\_\_ (Grade) \_\_\_\_\_

\_\_\_\_\_ (Grade) \_\_\_\_\_

\_\_\_\_\_ (Grade) \_\_\_\_\_

Names of Witnesses who saw Incident **(First/Last/Grade)**:

\_\_\_\_\_ (Grade) \_\_\_\_\_

\_\_\_\_\_ (Grade) \_\_\_\_\_

\_\_\_\_\_ (Grade) \_\_\_\_\_

\_\_\_\_\_ (Grade) \_\_\_\_\_

In the space below, explain, in detail, what happened. Be sure to include the important information such as when and where the incident took place, the people involved, and what happened. If something was stolen, give a detailed description of the item as well.

What was happening right before incident/behavior occurred?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What happened (incident/behavior)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did the incident/behavior stop?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office use only below this line**

Name of Individual Processing Incident: \_\_\_\_\_ Date Processed & Entered into Ed. Hand.: \_\_\_\_\_

Check the Restorative Practice Used to Solve Incident:

- Individual processing of what bullying is and is not
- Restorative Apology
- Restorative Conversation
- Administration Involvement
- Counselor Involvement

Date Emailed to Guardians of one harmed: \_\_\_\_\_

Counselor Communication with Guardian: Date: \_\_\_\_\_

**Ensure Administrator & Counselor over student/s is cc'd in the email**

Administration Caseloads:

Bergold: Last Names A-M

Croft: Last Names N-Z

Counselor Caseloads:

Binford: A-GA

Gibbs: GE-O

Boatright: P-Z

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