

Primary School Incident Report Form

Date and Time of Incident: January 22, 2025, at 11:45 AM

Location of Incident: Classroom 4A, Sunnydale Primary School

Person Reporting the Incident: Helen Baxter, Classroom Teacher

Details of Involved Individuals:

- **Noah Thompson** – Student, Grade 3
- **Olivia Sanchez** – Student, Grade 3

Witnesses:

- **Amy Lee** – Teaching Assistant
- **Ethan Clark** – Student, Grade 3

Description of Incident:

During a group activity, Noah Thompson and Olivia Sanchez had a disagreement over sharing art supplies. The argument led to shouting and minor physical contact (pushing), which was quickly noticed and intervened by the classroom staff.

Immediate Actions Taken:

- Both students were separated and spoken to individually about their behavior.
- Calming strategies were used, and both students were given a short time-out to reflect on their actions.
- The classroom teacher facilitated a discussion between Noah and Olivia to resolve their differences and share more effectively.

Follow-Up Actions:

- Conduct a class lesson on sharing and cooperation to reinforce positive social behaviors.
- Monitor Noah and Olivia's interactions over the next few weeks to ensure a positive change in behavior.
- Engage parents in a discussion about the incident and the importance of reinforcing positive behavior at home.

Signatures:

- **Helen Baxter** (Reporter)
- **Mark Jennings** (Principal)

Additional Notes:

The situation was resolved peacefully, with both students apologizing to each other. They participated in the remainder of the group activity without further issues. This incident will be documented in both students' records, and continuous support

Date and Time of Incident: March 10, 2025, at 1:30 PM

Location of Incident: Cafeteria, Riverside High School

Person Reporting the Incident: Laura Mitchell, Cafeteria Supervisor

Details of Involved Individuals:

James Peterson – Student, Grade 11

Mia Cheng – Student, Grade 11

Carlos Gomez – Student, Grade 11

Witnesses:

Derek Simmons – History Teacher

Sophie Reynolds – Cafeteria Worker

Description of Incident:

During lunch break, a heated argument occurred between James Peterson and

Mia Cheng over seating arrangements, which escalated when Carlos Gomez tried to intervene. The situation intensified, resulting in a scuffle that knocked over a table and spilled food.

Immediate Actions Taken:

The cafeteria was immediately cleared to deescalate the situation.

The school counselor was called to mediate the conflict shortly after the incident.

All involved students were taken to the principal's office for further discussion and disciplinary action as necessary.

Follow-up Actions:

Schedule individual counseling sessions for James, Mia, and Carlos to address personal conflicts and develop better conflict resolution strategies.

Hold a school assembly to reinforce the importance of respectful communication and peaceful conflict resolution.

Review and possibly revise the school's policy on handling disputes and ensure all students are familiar with these guidelines.

Signatures:

Laura Mitchell (Reporter)

Dr. Harold Lee (Principal)

Additional Notes:

No serious injuries were reported; however, the incident caused significant disruption and distress among other students. The parents of James, Mia, and Carlos were contacted and informed of the incident and the school's steps to address the situation. Additional supervision will be implemented in the cafeteria

during lunch hours to monitor and quickly address any potential conflicts. It will be provided to develop their interpersonal skills.