

# Elementary School Incident Report Form

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**Date and Time of Incident:** February 24, 2025, at 10:15 AM

**Location of Incident:** Playground, Maple Elementary School

**Person Reporting the Incident:** Sarah Collins, Playground Supervisor

**Details of Involved Individuals:**

- **Lucas Brown** – Student, Grade 2
- **Emma Wilson** – Student, Grade 2

**Witnesses:**

- **Natalie Ford** – Teacher, Grade 2
- **Jack Roberts** – Playground Assistant

**Description of Incident:**

During recess, Lucas Brown and Emma Wilson were involved in a dispute over playground equipment. The disagreement escalated when Lucas pushed Emma, causing her to fall and scrape her knee.

**Immediate Actions Taken:**

- Both students were immediately separated to cool down.
- First aid was applied to Emma Wilson's scraped knee by the school nurse.
- Lucas Brown was taken aside to discuss his actions and the importance of sharing and kindness.

**Follow-up Actions:**

- A meeting with both students' parents to discuss the incident and explore strategies to prevent future conflicts.
- Additional monitoring of playground interactions, with a focus on teaching conflict resolution skills to students.

- A reminder session for all students about playground rules and the importance of respecting each other.

**Signatures:**

- **Sarah Collins** (Reporter)
- **Michael Thompson** (Principal)

**Additional Notes:**

Emma Wilson was comforted and returned to class after treatment; her parents were informed of the incident. Lucas B  
Date and Time of Incident: April 5, 2025, at 2:00 PM

Location of Incident: Gymnasium, Oakwood Academy

Person Reporting the Incident: Thomas Green, Physical Education Teacher

Details of Involved Individuals:

Sophia Larson – Student, Grade 9

Evan Turner – Student, Grade 9

Isabella Martinez – Student, Grade 9

Witnesses:

Rachel Adams – Assistant PE Teacher

Kyle Brown – Student, Grade 9

Description of Incident:

During a dodgeball game, a verbal altercation broke out between Sophia Larson and Evan Turner, which escalated quickly when Isabella Martinez attempted to intervene. The argument turned physical when Evan shoved Isabella, causing her to fall and sustain a minor injury.

Immediate Actions Taken:

The game was stopped, and all students were asked to sit down.

First aid was administered to Isabella Martinez by the school nurse.

Sophia Larson and Evan Turner were taken to the principal's office.

Parents of the involved students were notified and asked to come to the school.

#### Follow-up Actions:

Conduct individual counseling sessions with Sophia, Evan, and Isabella to address the behavior and underlying issues.

Hold a class discussion about sportsmanship and the importance of respecting peers.

Review and reinforce school policies on conflict resolution and physical confrontations with all students.

Arrange a meeting with the parents of the involved students to discuss the incident and planned interventions.

#### Signatures:

Thomas Green (Reporter)

Elizabeth Warren (Principal)

#### Additional Notes:

Isabella Martinez reported slight pain but no serious injury; she was sent home with her parents following a medical evaluation. An investigation into the cause of the altercation will be conducted to understand the dynamics between the students better and to prevent future incidents. Additional supervision will be provided during gym classes to ensure a safe environment for all students. rown expressed remorse for his actions and participated in a restorative conversation

with Emma. The school will continue to reinforce positive behavior and interactions among students to ensure a safe and nurturing environment.