STUDENT BEHAVIOUR REPORT

DATE:		**TIME:**		**STUDENT NAME:**	
CLASSROOM TEACHER:					
TEACHER REPORT **(Person managing incident)**					
NAME:					
CONTEXT: *Location & activity*					
DESCRIPTION OF INCIDENT					

STUDENT DESCRIPTION OF INCIDENT

What happened? How were you involved? What happened as a result? Who was affected? Which school rules did you break? Is there anything that the teacher/s may not know about?

How can you make things better now? What can you do or say to fix it?

What will you do to make sure this doesn't happen again?

- ❑ *I have informed parents of the student's behaviour*
- ❑ I have scheduled a meeting with the parents at the following time:

I would like to schedule a meeting with the parents in conjunction with:

- ❑ A colleague
- ❑ Assistant principal
- ❑ Principal

ACTION TAKEN WITH STUDENT:

- ❑ *Reminders/discussion with teacher*
- ❑ Time out (classroom) – part session session (1 hr) ½ day day
- ❑ *Time out (other class/other teacher) – part session session (1 hr) ½ day day*
- ❑ Time out – in yard removed from yard
- ❑ *Detention – recess lunchtime*

PRINCIPAL APPROVAL REQUIRED

- ❑ *Detention (after school) 3.30pm – 4.15pm*
- ❑ Suspension (in school) ½ day day
- ❑ *Suspension - home*

STUDENT BEHAVIOUR REPORT ACKNOWLEDGEMENT (to person who wrote the report)

Date Received:

Dear

Thank you for the Student Behaviour Report for:

Number of reports for this student:
Term 1 *Term 2* *Term 3* *Term 4*

Action:

- ❑ *Report filed*
- ❑ *I would like to schedule a meeting with you to discuss this report*
- ❑ *Other:*

Principal ***Assistant Principal***

Original – to be given to Principal *Copies – sent by Principal to teacher managing incident and class teacher*