INCIDENT INFORMATION

Date ___/___/_____ Time ___:___ am/pm Number(s) involved ____ Serious Bodily Injury: ☐ Yes ☐No

Incident Category-choose one!

- Tardiness Or Truancy
- Failure To Obey Rules/ Authority
- ☐ Disrespectful/ Inappropriate Conduct
- ☐ Legal Concerns
- ☐ Aggressive Conduct
- ☐ Illegal Drugs/ Substances
- ☐ Weapons

Location- choose one!

- ☐ Athletic Field
- ☐ Auditorium
- ☐ Bathroom/ Restroom
- ☐ Bus Loading Zone
- ☐ Bus Stop
- ☐ Bus
- ☐ Cafeteria
- ☐ Classroom
- ☐ Computer Lab
- ☐ Commons/ Common Areas
- ☐ Gym
- ☐ Hall/ Breeze Way
- ☐ Locker Room
- ☐ Library
- ☐ Office
- ☐ Playground
- ☐ Parking Lot
- ☐ Shop Area
- ☐ Special Event/ Assembly/ Field Trip
- ☐ Stairwell

COMPLETE THE FOLLOWING INFORMATION FOR EACH PERSON INVOLVED IN THE INCIDENT

Use separate sheets for each person. All sheets completed for a single incident should be stapled together.

Person Number WVEIS Name: _____ Role? ☐ Peer ☐ Staff ☐ Student ☐ Substitute ☐ Oth

Behaviors Exhibited

You may indicate up to THREE behaviors for each person involved as follows:

P = Primary (Most Severe) Behavior S = Secondary Behavior A = Additional Behavior

____ Involved as non-offender or target

Level 1

- ____ Cheating
- ____ Deceit
- ____ Disruptive/Disrespectful Conduct
- ____ Failure to Serve Detention
- ____ Falsifying Identity
- ____ Inappropriate Appearance
- ____ Inappropriate Display of Affection
- ____ Inappropriate Language
- ____ Possession of Inappropriate Personal Property
- ____ Skipping Class
- ____ Tardiness
- ____ Vehicle Parking Violation

Level 2

- ____ Gang Related Activity
- ____ Habitual Violation of School Rules or Policies
- ____ Insubordination
- ____ Leaving School Without Permission
- ____ Physical Fight Without Injury
- ____ Possession of Imitation Weapon
- ____ Possession of Knife not meeting Dangerous Weapon Definition (West Virginia Code §61-7-2)
- ____ Profane Language/ Obscene Gesture/ Indecent Act Toward An Employee or A Student
- ____ Technology Misuse

Level 3

- ____ Battery Against a Student
- ____ Defacing School Property/ Vandalism
- ____ False Fire Alarm
- ____ Fraud/Forgery
- ____ Gambling
- ____ Hazing
- ____ Improper or Negligent Operation of a Motor Vehicle
- ____ Larceny
- ____ Sexual Misconduct
- ____ Threat of Injury/Assault Against An Employee or A Student
- ____ Trespassing
- ____ Harassment/Bullying/Intimidation
- ____ Imitation Drugs: Possession, Use, Distribution or Sale
- ____ Inhalant Abuse
- ____ Possession/Use of Substance Containing Tobacco and/or Nicotine

Level 4

- ____ Battery Against a School Employee
- ____ Felony
- ____ Possession and/or Use of Dangerous Weapon
- ____ Illegal Substance Related Behaviors (Check which below):
  - ____ Use/Possession of Illicit Drugs
  - ____ Use/Possession of Alcohol
  - ____ Sale of a Narcotic

as Restraint Required for this Person? ☐ Yes ☐No

is offense reflects a need for intervention for which of the School and Community Social Skill Standards?

Self-awareness and Self-management ☐ Social-awareness and Interpersonal Skills ☐Decision-making Skills and Responsible Behaviors

mments: DO NOT mention any names of other students.

Interventions

You may indicate up to TWO Interventions each person as follows: P = Primary Action S = Secondary Action

- ____ No action warranted
- ____ Administrator/student conference or reprimand
- ____ Teacher/student conference or reprimand
- ____ Administrator and teacher-parent/guardian conference
- ____ Teacher parent contact
- ____ Academic sanctions
- ____ Counseling referrals and conference to support staff or agencies
- ____ Daily/weekly progress reports
- ____ Behavioral contracts
- ____ Referral to IEP Team
- ____ Referral to medical or mental health service
- ____ Referral to support staff/ counseling/ other therapeutic services
- ____ Referral to a tobacco cessation program
- ____ Change in the student's class schedule
- ____ School service assignment
- ____ Confiscation of inappropriate item
- ____ Revocation of privileges
- ____ Restitution/restoration
- ____ Detention – lunch
- ____ Detention - before school
- ____ Detention - after school
- ____ Denial of participation in class and/or school activities
- ____ Immediate exclusion by teacher from the classroom-to another classroom
- ____ Voluntary weekend detention
- ____ In-school suspension
- ____ Law enforcement notification
- ____ Placement of student w/disability to Interim Alt. Ed. by school personnel
- ____ Placement of student w/ disability to Interim Alt. Ed. by WVDE Due Process Hearing Officer
- ____ Placement of student to Alt. Ed. Setting
- ____ Out-of-school suspension
- ____ Recommended Expulsion

ry: Start Date: ___/___/_____ End Date ___/___/_____ **Secondary:** Start Date: ___/___/_____ End Date ___/___/_____

Duration: _____ **Days** **Duration:** _____ **Days**

nents after completion, send !

n. Teacher does not enter into WVEIS