

NJSBA POLICY SERVICES**FILE CODE: 5131** X **Monitored** X **Mandated** X **Other Reasons****Exhibit**

CONFIDENTIAL INTERNAL DOCUMENT**CONFIDENTIAL INTERNAL DOCUMENT****SCHOOL:** _____**STUDENT CONDUCT INCIDENT REPORT**

The Student Conduct Incident Report Form shall be completed for serious violations of the student code of conduct or unacceptable student conduct. This form shall be filed in reporting conduct incidents involving students enrolled in the district, whether in attendance or assigned to an alternate location.

Date of Incident: _____ Time of Incident: _____

Date/Time Known to Staff: _____ Date/Time Reported to Supervisor: _____

Provision(s) of Code of Student Conduct violated: _____

Specific Location of Incident: _____

Name(s) of Employee(s) Involved: (Use additional pages if needed)

(Last) (First) Title Phone Number_____
(Last) (First) Title Phone Number_____
(Last) (First) Title Phone Number

Name(s) of Student(s) Involved: (Use additional pages if needed)

(Last) (First) Age/grade Sex_____
(Last) (First) Age/grade Sex_____
(Last) (First) Age/grade Sex

Description of the Incident: _____

Personal Injuries: _____ Yes _____ No If Yes, Describe:

Treated By: (Name of Physician and/or Hospital)

Police Notified: _____ Yes _____ No If Yes, Name of Officer(s) and Police Department:

Fire Department Notified: _____ Yes _____ No If Yes, Name of Officer(s) and Fire Department:

DCP&P Notified: _____ Yes _____ No If Yes, Name of Social Worker(s) and Contact Information:

EMS Notified: _____ Yes _____ No If Yes, Name of EMT(s) and Hospital:

Eyewitnesses to the Incident: (Name/Title) _____

Property Damage: _____ Yes _____ No If Yes, Describe:

Additional
Comments: _____

Follow-up

_____ No Further Follow-up Report Necessary
_____ Follow-up Report Forthcoming

_____The Following Action Is Recommend/Planned

Name/Title of Person Reporting Incident

Telephone Number with Area Code

Name/Title and Telephone Number of Supervisor Who Can Be Contacted for Additional Details

c: _____
Supervisor, Principal