INCIDENT REPORT

TEACHER NAME                  DATE OF INCIDENT                  SCHOOL/GRADE/SP. ED.

(Check appropriate line)

_______Teacher assault (Call BTF first. Also see pages 34, 35 and 36 of the BTF Master Contract regarding Protection of Teachers and Assault and Menace.)

_______Vandalism/Theft of teacher’s property

_______Other (any serious incident involving a teacher, student, administrator, parent, intruder, or any Board personnel)

Details (include names, dates & times, etc.). Please use a separate sheet of paper if necessary.

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ACTION TAKEN (at school)

____ BTF called

(Person calling) (Date) (BTF staff member contacted)

____ Affidavit filed by teacher (Call BTF before submitting, attach copy, see special note below)*

____ Superintendent’s suspension (formal)

____ School suspension (informal)

____ Police notified

____ Charges filed (family court)

____ Charges filed (criminal court)

____ Property claim filed – attach copy

____ Other (explain)

*SPECIAL NOTE: An affidavit is nothing more than your signed statement attesting to the facts made before a notary or a commissioner of deeds. If a notary or a commissioner of deeds isn’t readily available to you, call the BTF for assistance. You are also very strongly urged to contact the BTF first before you submit any written statements. Your statement should include: “I was assaulted by____________________and request his/her formal suspension, I do not want_________________returned to my class” (If so desired).