

## **MCWS EARLY CHILDHOOD BEHAVIOR INCIDENT REPORT PROTOCOL**

This report is used to document and communicate behavior by an Early Childhood student which puts themselves or others at risk or significantly disrupts our program.

On occasions, a singular behavior will warrant an incident form if the Lead Teacher deems it to have caused significant harm to the student, another person, or to the school environment. This form will also be used to track repeated behaviors, which while age-normative, are disruptive or dangerous in a school setting, and which are not diminishing despite ongoing efforts at redirection, affirmation, and investigation.

The first step will be for the teacher to request collegial support in observing and resolving the behavior.

The second step will be to inform parents of the issue by phone, and for this note to be sent home documenting the conversation.

If the behavior in question persists, a meeting will be held with parents, the child's teacher, and a member of our educational support staff in order to take a team approach towards understanding and resolution.

## Early Childhood Behavior Incident Report

This note is being sent home today, \_\_\_\_\_ (date), to document the conversation between \_\_\_\_\_ (teacher) and \_\_\_\_\_ (parents) regarding the behavior of \_\_\_\_\_ (student) on \_\_\_\_\_ (date of incident).

This behavior was:

\_\_\_\_\_ hurtful to self or others in the following way:

\_\_\_\_\_ threatening to self or others in the following way:

\_\_\_\_\_ significantly disruptive to our program in the following way: