

SB-390 Report Writing Exercise

Date/time of incident: Today's Date, 0921 hours

Involved Parties:

Todd Smith (Teacher), Mark Johnson (Student)(right side), Jeff Brown (Student)(left side)

Scenario:

- At 0850 hours, Asst. Principal Martins requested that you respond to Room 38 and monitor the class.
- The Asst. Principal stated she received a report from the teacher (Todd Smith) that over the last two days, two boys have been disruptive in the class.
- You were assigned to sit at the rear of the class and observe.
- You arrived at the classroom at 0907 hours. The incident occurred at 0921 hours.

Statements:

Mark Johnson (0930 hours)

- We were clowning around and Mr. Smith just flipped out for no reason. He smacked me on the left side of my face and knocked me out of my chair. I have a red handprint on the left side of my face.

Jeff Brown (0941 hours)

- I have no idea why Mr. Smith slapped Mark. I was taking class notes, when all of a sudden, I heard a loud smack sound and I saw Mark fall to the floor. We weren't doing anything wrong.

Todd Smith (0955 hours)

- I was conducting a lecture on economics. Those two were disrupting my class and I repeatedly asked them to stop. I couldn't take it anymore and I may have overreacted. You know what, I'm not going to say anymore.

Info:

You called the Asst. Principal and your supervisor (Mike Wilson) and Mark Johnson was escorted to the nurse's office. Todd Smith was escorted to the teachers' break room. A school safety officer monitored the class until the next period began. As a mandated reporter, you completed a BCIA 8572 form and submitted it to your supervisor.

Remember the interrogatives:

- Who, what, where, when, why, how
- Inquire with the report writing program what interrogatives need to be addressed
- Remember to ask the report writer to format it for your district
- Ensure you include a disclaimer: "This report was generated with the assistance of AI-based documentation tools. The content has been reviewed and verified by the author, (you), and their supervisor, (supervisor), to ensure accuracy and completeness.