

**MINISTRY OF EDUCATION**

**TEACHER’S DAILY RECORD OF STUDENT INCIDENTS**

**FOR PERIOD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REGION: \_\_\_\_\_\_\_\_**

**SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| **Name of Student** | **Grade** | **Date** | **Subject** | **Incident** | **Comments** |
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**QUICK REFERENCE INCIDENCE LISTINGS**

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| 1. Break-in 2. Bulling 3. Disobedience 4. Dress code violation | 1. Expletives 2. Extortion 3. Fighting 4. Gambling | 1. Gang Activities 2. Missile Throwing 3. Pornography 4. Quarrels | 1. Robbery 2. Sexual Harassment 3. Substance Abuse 4. Verbal Abuse | 1. Weapon Possession 2. Weapon Use 3. Wounding |

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministry of Education/Security & Safety in Schools Programme 2008

**Teacher’s Daily Record of Student Incidents**

* This form is to be given to teachers on a daily basis to record all incidents which may occur during contact time with students.
* Completed forms should be submitted to the Principal on a daily basis. In the case of High Schools, this form should be submitted through the Dean of Discipline.