Accident and Behavior Reporting Protocol
Revised September 2025

WHEN TO FILL OUT A REPORT

Incident reports must be submitted before the end of the school day on which the incident occurs. Incidents typically fall into two categories: **behavioral and accidents**.

Below are some examples of incidents in each category that require an incident report. This is not an all-inclusive list. If you are unsure whether or not to submit a report, please contact your lead, team lead, or admin for guidance.

- Brightwheel Reports are used to notify parents, parents should also receive a paper copy of the incident upon pick up and sign. One copy goes with the parent, the other copy is kept for student files. (Update for Streamlining Processes Coming Soon)
- If incident occurs after the lead teacher has gone home for the day, then the lead teacher should be notified by text/phone call
- If an incident occurs before the closer arrives, communication about the incident needs to be made to them upon arrival, what parent contact has been made, and any follow up needed upon student pick up.
- Communication to parents should be factual, professional, and respectful. Direct any follow up questions to the lead teacher and/or admin

Behavioral	Accident
- Age-inappropriate physical aggression towards self or others - Verbal outbursts or derogatory comments made towards others - Intentional destruction to property - Leaving adult supervision without permission (including running from the class, leaving doors/gates) - Refusal to follow expectations leading to unsafe situation - Biting - Age Inappropriate - Provoked vs Unprovoked - Frequency - Spitting - Exposure of private body parts	- Any trip, slip,fall, bump, etc. that results in injury - Any incident that requires medical attention - Incidents related to the head should be assessed by a member of administration - Insect bites, stings, ant bites, etc. - Nose bleed - Seizures

BEHAVIORAL INCIDENTS

When a behavioral incident occurs during the school day:

- Contact a member of administration if you need support defusing the incident
- If a phone call needs to be made to parents about behavior incidents, please do so (or speak with a member of admin for guidance) before submitting the report in Brightwheel. Examples of incidents that warrant a phone call to parents include:
    - Age-inappropriate physical altercations (including biting)
    - Exposure of private body parts
    - Bullying or harassment
    - Possession or use of weapon
    - Severe disrespect or defiance
    - Vandalism, property damage, or theft
    - Mental health concerns (threats of self-harm, suicidal ideation, or severe anxiety)
- Submit the incident report
- Note in the report if/how contact has been made with parents.
- The incident report should be submitted by the person who witnessed the behavior

ACCIDENTS

When an accident occurs:

- Apply First Aid as needed, notify admin if guidance or support is needed
- If the Accident involves a serious injury or the student losing consciousness, or if you have any questions about whether or not to call 911, call 911 immediately. Then notify Administration/, explicitly state that it is an emergency.
  - Whenever 911 is called, admin will prepare a message to be sent to the other students' families before the end of the school day.
  - Admin will meet Emergency Personnel
  - Parents will be called and notified that Emergency Personnel is on the way
  - All Unnecessary faculty/staff should report back to their respective classes/workplaces
- In incident is serious/major but does not require Emergency Medical attention, parents should be notified immediately by phone call, with written report at pickup
- Write the incident report and have signed by a member of admin, notification to parents can be submitted via Brightwheel
- Note in the report how contact has been made with parents
- The incident report should be submitted by the person who witnessed the accident

INFORMATION TO INCLUDE IN THE REPORT

Description Incident Notes:

- Do not use any other student names in the report; refer to other students as "another student"
- If more than one student was involved, a separate incident report should be submitted for each student
- State what the student was doing leading up to the incident and describe the incident in detail
- Time of the incident
- Location of the incident (i.e. playground, classroom, parking lot, etc.)
- Note whether there were witnesses to the incident
- Keep the report factual and not subjective to opinions or accusations

Action Taken Notes:

- Describe what steps were taken by faculty or staff
- Describe any care the student needed
- Describe the current state of the student
- Describe type of contact made with parents
- Incident reports can be notated as internal. A supervisor/reviewer will follow up on the incident to discuss the behavior and if it needs to be reported to parents.

Admin Contact Phone Numbers:
Emily Johnston (Head of School): 479-445-7324
Staffing Phone: 479-409-0146
Madison Doublehead (HR & Compliance) : 479-973-3181
Addison Griswold (People & Community Coordinator) : 479-396-9113
Rkia Sougrati (Student & Family Coordinator): 479-443-7812 (FMS main line)