

Threats of Violence/Property Damage Incident Report

Person witnessing/receiving threat information: _____

Reported to administration on: _____ (date) at _____ AM/PM

Incident Information

I have witnessed been made aware of _____ making threats of a violent nature toward _____.

(Provide attachments if possible documenting threats.)

The specific threat information witnessed and/or received is as follows:

Administrative Response - Incident Investigation

Reported received on: _____ (date) at _____ AM/PM

Student threat investigation information: Threat Confirmed Threat Denied

(Attach supporting evidence.)

Determination of disciplinary action:

The accused student was/will be:

- Immediately removed from the classroom setting.
- Placed in a setting where the behavior received immediate attention from:
 - Building Administrator
 - Counselor/Licensed Mental Health Professional
 - Law Enforcement
 - Others: _____

Evaluated by mental health professionals prior to being returned to the classroom setting.

Notification Process

The parent of the threatening student was notified on: _____ at _____ AM/PM

NOTES:

The "targeted" student(s) parent(s) was/were notified on: _____ at _____ AM/PM

NOTES:

The "targeted" staff member was notified on: _____ at _____ AM/PM

NOTES: