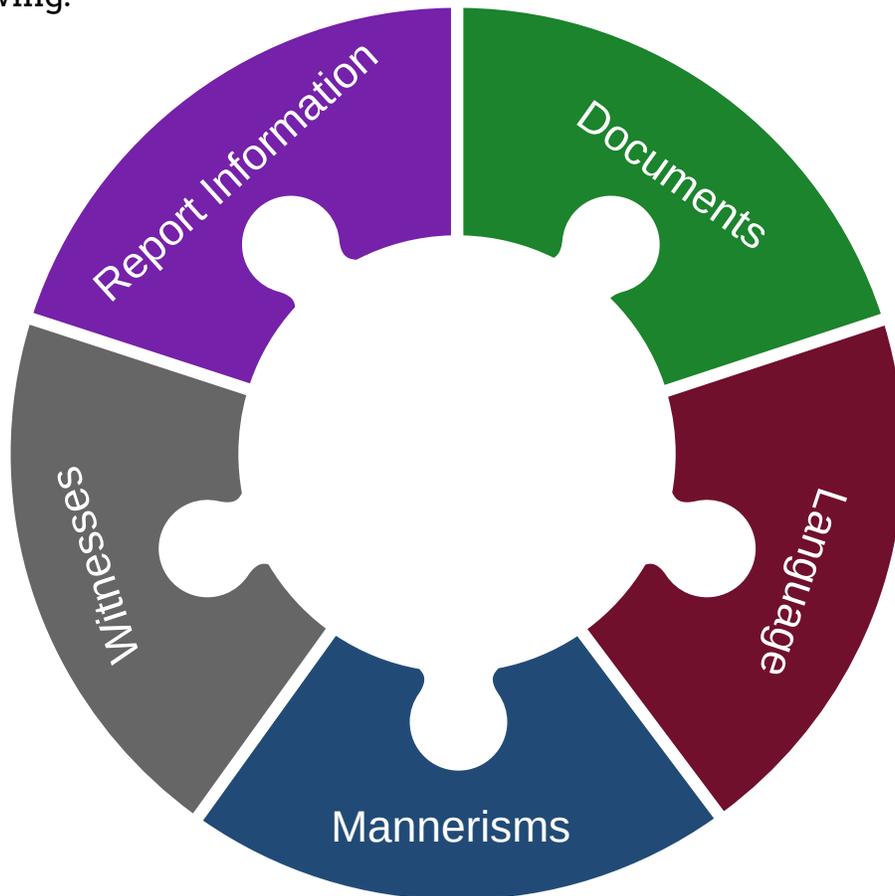


Guide for Writing a Student Incident Report

for a STUDENT BEHAVIOR CODE VIOLATION

https://chaffey-advocate.symplicity.com/public_report/

The information provided below is a guide to writing a complete and descriptive report. Your report will be the basis for an investigation of the alleged student behavior code violation(s). Please be sure the facts and supporting documentation entered into the report include the following:



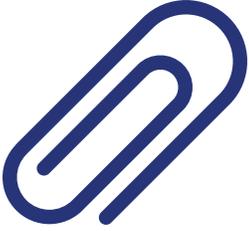
Report Information:

Submit a report when you become aware of an alleged violation or within 2 instructional days from the incident date online at: www.chaffey-advocate.symplicity.com/public_report/

- Student Information- Name, Student ID#, Faculty/Staff members involved
- Behaviors Observed- body, language, words, tone of voice, actions
- Context- when and where the class session took place, setting details
- Details- witnesses, time of incident, phrases stated during the incident
- Effect- impact of surrounding students and staff
- Follow-Up/Response- interactions with the student(s) following the incident

Documents:

Include supporting documentation- Each online form has a section where the reporting party can upload any pertinent information to assist in the review of the case. Relevant and appropriate documentation include: photos, email correspondence, videos, documents, social media posts, essays, tests, etc.



Language:

Avoid language that is demeaning or labels a person based on stereotypes.

- Be as specific as possible when quoting any of the parties involved.
- Be descriptive in addressing actions which are unsettling rather than labeling them with stereotypes.
- Avoid providing a diagnoses for someone, instead describe specific behaviors and/or actions.

Mannerisms:

Describe a student's mannerisms when describing their actions and behaviors following the incident.

- Provide specific amounts of time when referencing a student's actions and/or behaviors.



Witnesses:

Provide witnesses information, such as, Student ID# and email address.

- Describe what was witnessed and address impact or effect on any witnesses.
- Advise the witnesses that they may be contacted to provide a statement regarding the incident.

Be aware that students have the right to review a Student Incident Report submitted regarding a violation of the Student Behavior Code. Please be mindful of how the report is written.



If you have questions regarding what needs to be written in the report please contact the Office of Student Affairs for assistance at student.discipline@chaffey.edu.

If the student is hostile or you believe a student is a threat to themselves or others, please contact the Campus Police immediately at (909) 652-6911 (emergency).