

**General Nature of Incident (select all that apply):**

|  |  |
| --- | --- |
|  | Inappropriate Conduct Staff |
|  | Inappropriate Conduct Student |
|  | Stolen, Missing or Damaged Equipment |
|  | Personal Injury Staff |
|  | Personal Injury Student |
|  | Other: |

|  |  |  |
| --- | --- | --- |
| **University Location:** University of Washington | **Date:** 6/30/2011 | **Time:** 12:30pm PST |
| **Address or Location on Campus:** Nelson Hall, Room #123 | **City, State:** Seattle, WA | **Zip:** 98105 |
| **Name of Person Involved:** Amy Fisher | **Gender:** F | **Age:** 14 |
| **Full Name of Witness(es):** Robert Case, Morgan Roberts, Jason Freeman, Julie Fletcher (Lead Instructor), and Ricky Bennett (Camp Director) | | |
| **Detailed Description of Incident (what occurred, who was involved, where it occurred):**  Amy, Morgan, Jason and Robert were in Room #123 with Lead Instructor Julie Fletcher. Julie told the students to save their projects, get their lunches and to stand in line by the door to leave for lunch. Morgan asked Julie for her help saving her project. Amy said "Morgan is the slowest person in the world". Amy then began to chant "So Slow, So Slow" repeatedly. Julie turned to Amy and told her that she "was not following the respect rule of camp" and that she needed to wait until everyone was ready. Julie turned back to the computer and continued helping Morgan. After saving the project, Julie turned around to see that Amy was next to her, and standing behind Morgan. She was holding Morgan's lunch sack. Amy tipped the lunch sack over Morgan's head, spilling the contents on Morgan and the floor. Amy's face began to turn red. Julie immediately told Amy that she would be meeting with the Camp Director Ricky Bennet | | |
| **Action Taken and/or Treatment Given:** Ricky was in the hallway at the time, and heard the noise in Room #123. He entered the room Julie approached him. Julie described what happened, and Ricky took Amy outside into the hallway. Amy and Ricky remained visible to others through the window in the classroom. Ricky asked Amy why dumped Morgan's lunch on her head. Amy said "She is always so slow, just like my younger sisters. I thought at camp we'd get to do what I want". Ricky explained that at camp you don't always get to do what you want. Ricky told Amy that she would be going home for the day for breaking the respect rule, and that she needed to apologize to Morgan. Ricky and Amy reentered, and Amy cleaned up the mess that was made on the floor. She apologized to Morgan. Ricky called Amy's mother, Kacey, who picked her up from camp at 2:00pm PST. Ricky bought lunch for Morgan using the director dining card. Julie sat with Morgan at lunch. Ricky informed Morgan's mother, Sarah, about what happened at checkout that day (see Incident Report re: Morgan Roberts). | | |
| **Any Property Lost, Stolen or Damaged:** Morgan's lunch was ruined, but her clothes were intact. | | |
| **Nature and Extent of Any Personal Injury:** N/A | | |
| **Warning Level for Inappropriate Conduct:**  **Initial**  **Final** | | |

|  |
| --- |
| **PARENT COMMUNICATION of Incident** |
| **Were parents notified?**  **Yes**  **No**  **Who notified the parents?** Ricky Bennett  **How and When were the parents notified (time, date and day)?** Phone, Thursday, 6/30/2011 at 12:45pm PST |
| **Parent/Guardian Name:** Kacey Fisher  **Home Address:** 555 W. University Place, Seattle, WA 98683  **Home Phone:** 555-555-5555  **Alternate or Cell Phone:** 555-555-5555 |
| **Parent/Guardian Response:** Ricky spoke to Amy's mother, Kacey, who was upset and apologic about her daughter's behavior. She said that Amy had been acting out at home as well, and this kind of behavior was not limited to camp. She said that she would take Amy home for the rest of the day. She asked if Amy could come back to camp later in the week. Ricky said that he would need to check with his Regional Manager before a final decision could be made. |

|  |  |
| --- | --- |
| **TREATMENT GIVEN (See options below. Fill in all that apply.)** | |
| Accident Site | **Treatment Given:** N/A  **Where:** N/A  **By Whom:** N/A  **Released to:** N/A |
| Doctor’s Office | **Treatment Given:** N/A  **Where:** N/A  **By Whom:** N/A  **Released to:** N/A |
| Hospital | **Treatment Given:** N/A  **Where:** N/A  **Name of Attending Physician:** N/A  **Retained overnight:**   **Yes**  **No**  **Released to:** N/A  **Release date:** N/A  **Comments:** N/A |

|  |  |  |
| --- | --- | --- |
| **FILING INFORMATION & SIGNATURES** | | |
| |  |  |  | | --- | --- | --- | |  | Regional Manager: Somer Lowery | | |  | Police Department | |  | Fire Department | |  | Campus Security | |  | Other: |   **Report Filed With (select all that apply):** | | |
| Signature of Reporter: | Printed Name of Reporter: Ricky Bennett | Date: 60/30/2011 |
| Signature of Person Involved: | Date: | |

# 

1. Contact your Regional Manager to make them aware of the incident.
2. If you feel it is necessary, notify the guardian of the student.
3. Fill out one form for each person involved in the incident.
4. Immediately email the completed form to your Regional Manager. In addition:
   1. Cc [patrick@internaldrive.com](mailto:patrick@internaldrive.com) for incidents regarding students.
   2. Cc [hr@internaldrive.com](mailto:hr@internaldrive.com) for incidents regarding staff.
5. The original must be signed and sent back to the main office in your Friday Mailer.
6. Do not leave any fields blank. If not applicable, please put N/A.

**General Nature of Incident (select all that apply):**

|  |  |
| --- | --- |
|  | Inappropriate Conduct Staff |
|  | Inappropriate Conduct Student |
|  | Stolen, Missing or Damaged Equipment |
|  | Personal Injury Staff |
|  | Personal Injury Student |
|  | Other: Victim of Bullying Incident |

|  |  |  |
| --- | --- | --- |
| **University Location:** University of Washington | **Date:** 6/30/2011 | **Time:** 12:30pm PST |
| **Address or Location on Campus:** Nelson Hall, Room #123 | **City, State:** Seattle, WA | **Zip:** 98105 |
| **Name of Person Involved:** Morgan Roberts | **Gender:** F | **Age:** 13 |
| **Full Name of Witness(es):** Robert Case, Amy Fischer, Jason Freeman, Julie Fletcher (Lead Instructor), and Ricky Bennett (Camp Director) | | |
| **Detailed Description of Incident (what occurred, who was involved, where it occurred):**  Amy, Morgan, Jason and Robert were in Room #123 with Lead Instructor Julie Fletcher. Julie told the students to save their projects, get their lunches and to stand in line by the door to leave for lunch. Morgan asked Julie for her help saving her project. Amy said "Morgan is the slowest person in the world". Amy then began to chant "So Slow, So Slow" repeatedly. Julie turned to Amy and told her that she "was not following the respect rule of camp" and that she needed to wait until everyone was ready. Julie turned back to the computer and continued helping Morgan. After saving the project, Julie turned around to see that Amy was next to her, and standing behind Morgan. She was holding Morgan's lunch sack. Amy tipped the lunch sack over Morgan's head, spilling the contents on Morgan and the floor. Amy's face began to turn red. Julie immediately told Amy that she would be meeting with the Camp Director Ricky Bennett | | |
| **Action Taken and/or Treatment Given:**  Ricky was in the hallway at the time, and heard the noise in Room #123. He entered the room Julie approached him. Julie described what happened, and Ricky took Amy outside into the hallway. Amy and Ricky remained visible to others through the window in the classroom. Ricky asked Amy why dumped Morgan's lunch on her head. Amy said "She is always so slow, just like my younger sisters. I thought at camp we'd get to do what I want". Ricky explained that at camp you don't always get to do what you want. Ricky told Amy that she would be going home for the day for breaking the respect rule, and that she needed to apologize to Morgan. Ricky and Amy reentered, and Amy cleaned up the mess that was made on the floor. She apologized to Morgan. Ricky called Amy's mother, Kacey, who picked her up from camp at 2:00pm PST (see Incident Report re: Amy Fisher). Ricky bought lunch for Morgan using the director dining card. Julie sat with Morgan at lunch. Ricky informed Morgan's mother, Sarah, about what happened at checkout that day | | |
| **Any Property Lost, Stolen or Damaged:** Morgan's lunch was ruined, but her clothes were intact. | | |
| **Nature and Extent of Any Personal Injury:** N/A | | |
| **Warning Level for Inappropriate Conduct:  Initial  Final** | | |

|  |
| --- |
| **PARENT COMMUNICATION of Incident** |
| **Were parents notified?  Yes  No**  **Who notified the parents?** Ricky Bennett  **How and When were the parents notified (time, date and day)?** In Person, Thursday, 6/30/2011 at 5:30pm PST |
| **Parent/Guardian Name:** Sarah Roberts  **Home Address:** 555 W. Salmon Way, Seattle, WA 98683  **Home Phone:** 555-555-5555  **Alternate or Cell Phone:** 555-555-5555 |
| **Parent/Guardian Response:** Ricky spoke to Morgan's mother, Sarah Roberts. Ricky explained what occurred, and told Sarah that Amy left camp for the rest of the day. Sarah was upset at what occurred, but appreciated the fact that swift action was taken and Amy had gone home. Ricky explained that they had not seen Morgan bullied by any other students. Ricky then called for Morgan to join him and her mother. Ricky shared what a creative and kind student Morgan was and that she was "one of the best web design student's he's seen". Sarah asked Morgan how camp was today, and she said that overall "it was a fun day", and that she got to get ice cream from the dining center. |

|  |  |
| --- | --- |
| **TREATMENT GIVEN (See options below. Fill in all that apply.)** | |
| Accident Site | **Treatment Given:** N/A  **Where:** N/A  **By Whom:** N/A  **Released to:** N/A |
| Doctor’s Office | **Treatment Given:** N/A  **Where:** N/A  **By Whom:** N/A  **Released to:** N/A |
| Hospital | **Treatment Given:** N/A  **Where:** N/A  **Name of Attending Physician:** N/A  **Retained overnight:**   **Yes**  **No**  **Released to:** N/A  **Release date:** N/A  **Comments:** N/A |

|  |  |  |
| --- | --- | --- |
| **FILING INFORMATION & SIGNATURES** | | |
| |  |  |  | | --- | --- | --- | |  | Regional Manager: Somer Lowery | | |  | Police Department | |  | Fire Department | |  | Campus Security | |  | Other: |   **Report Filed With (select all that apply):** | | |
| Signature of Reporter: | Printed Name of Reporter: Ricky Bennett | Date: 06/30/2011 |
| Signature of Person Involved: | Date: | |