SOP Template: Submission of Notes and Incident Reports to the Regular Teacher/Administration

This SOP details the process for **submission of notes and incident reports** to the regular teacher or administration. It ensures timely, accurate, and confidential communication of relevant information, facilitating proper documentation, follow-up actions, and maintaining a safe and organized educational environment.

1. Purpose

To establish a standardized method for the submission of daily notes and incident reports by educators or staff to the regular teacher and/or administration.

2. Scope

This SOP applies to all teachers, substitute teachers, and staff responsible for reporting classroom incidents or important notes to the regular teacher or school administration.

3. Responsibilities

- **Reporting Staff:** Prepare accurate and timely notes and reports.
- **Regular Teacher:** Review submissions and take appropriate action.
- **Administration:** Ensure confidentiality, follow up as needed, and maintain records.

4. Procedure

1. **Documentation**
   - Record all significant classroom events, student incidents, behavioral issues, or other noteworthy occurrences on the designated notes or incident report form.
   - Include essential details: date, time, student(s) involved, description of the event, actions taken, and outcomes.
2. **Submission Process**
   - Submit the completed notes or incident report by the end of the school day, unless immediate action is required.
   - Follow the preferred method of submission (physical handover, secure drop box, or digital/email submission as specified by school policy).
3. **Confidentiality**
   - Maintain confidentiality; do not discuss sensitive information outside the intended recipients.
4. **Review and Follow-up**
   - Regular teacher or administration reviews the submissions, determines if further action is needed, and documents follow-up steps when necessary.
5. **Record Keeping**
   - All reports should be stored securely and retained according to school record-keeping policies.

5. Related Documents/Forms

- Notes/Incident Report Form
- School Communication Policy
- Confidentiality Policy

6. Review

This SOP should be reviewed annually or as needed to ensure continued effectiveness and compliance with school policies.

For questions or clarifications, contact the school administration office.