*(Record of significant events and communications)*  **Student Name:**

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| **Who with whom** | **What** | **When (date)** | **Where** | **Notes (in brief)** | **Outcome/**  **Next Steps** | **Completed by (Staff Member’s name)** |
| *e.g.Lynn (mom)* | *Peer conflict between J & classmates* | *02/01/2022 - recess* | *Lower field* | *Argument during recess soccer between J and 2 peers (AB & CC from same class); J very angry, yelling and screaming at peers; no physical contact (positive)*  *J taken to “cool down” room next to office w/ EA Sue supporting* | *Counsellor – meeting w/ J re self-reg and social emotional; debrief event* | *School Counsellor -Jess - 02/01/2022* |
| *e.g. Kate (outreach worker)* | *Shared planning conversation* | *March 2, 2022* | *Phone call 10:15 a.m.* | *Shared planning check in to discuss Spring Break plans and update. Communicated with Kate that the angry outbursts have continued to improve somewhat; still will yell or scream at peers, but generally does so while walking away and shifts to muttering to self; Kate shared that they are practicing with a “take 5” strategy – 5 fingers to take 5 deep breaths* | *Next check in scheduled for end of May (will reach out if needed sooner)* | *Case Mgr - Michele 03/03/2022* |
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