

Helpful Reports – Lesson Plan

Middle School

Objectives

Students will:

- Learn what adults look for when reviewing a report.
- Distinguish between emotions and evidence-based details.
- Practice rewriting vague, dramatic, or incomplete reports into more helpful versions.
- Understand that the goal is support and safety, not punishment.

Materials

- Mini-Lesson Google Slides (link on webpage)
- Student Paper (link on webpage)

Learning Activities

Introduction

- In small groups, have students brainstorm answers to the following question: If you were reporting something anonymously, what information would you need to include?
- Bring class back together and share answers.

Mini-Lesson

- Teach: A strong, appropriate report is:
 - Clear (facts, not conclusions)
 - Specific (details that help adults follow up)
 - Respectful (no name-calling/slurs/judgments)
 - Reliable (identifies what they saw/heard, not rumors)
- Provide appropriate examples and ask students what might be missing or not helpful about each example.

Report Rewriting

- Give groups 4–6 sample anonymous reports with common issues:
 - Overgeneralizing
 - Emotional outbursts

- Missing key details
 - Judgments instead of facts
 - Rumors or “someone said that someone said...”
- Students provide missing information or rewrite to improve.

Group Discussion

- Discuss:
 - “How did you decide what details were important?”
 - “What made a rewritten report more helpful and less emotional?”
 - “Why shouldn’t we avoid reporting even if we’re unsure?”