Student Safety Reporting Form

Do the best you can filling out this information.
Turn this form into the school office or a safe adult at your school.

Today’s date: ___________________ Date of Incident(s): ________________

STEP 1. Name (of person filling out form): __________________________________________________________

STEP 2. Name(s) of the person(s) of concern: ______________________________________________________

STEP 3. Describe what is happening or has happened:
(Use the additional paper if you need more room)

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

STEP 4. Besides stopping the unsafe behavior, what would you like to see happen?
(Use the additional paper if you need more room)

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

STEP 5. Location of incident (example: classroom, Instagram, off campus): ______________________________

STEP 6. Names of witness(es) (or other people involved): ______________________________________________

STEP 7. Teacher/Counselor/Advisor supporting you (if applicable): _____________________________________
If possible, would you like the above person with you when talking to administration: □ Yes or □ No

Step 8: Has this type of behavior happened before? □ Yes (give us some details if applicable) or □ No

___________________________________________________________________________________________

___________________________________________________________________________________________

Students – DO NOT WRITE ON THE BACK.
Staff – Return this form to school administrator. If the administrator is being accused wrongdoing, return to the superintendent’s office

Eugene School District 4J
Updated: 08/2018
Date received (Initial contact should be within 24 hours): ____________

Date student was met with: ____________________________

Name of school personnel supporting in this resolution: ______________________________________

Area of concern (mark all those that apply):

☐ Teasing
☐ Physical (Hitting, Kicking, Pushing)
☐ Threatening
☐ Name calling
☐ Gossip/Rumor spreading
☐ Cyberbullying (social media)
☐ Intimidating
☐ Self-harm
☐ Sexual Harassment
☐ Sexual assault
☐ Other (please describe): ____________________________

Does the issue/situation target the person’s: race, color, religion, sex, sexual orientation, gender identity or expression, national origin, marital status, familial status, source of income or disability?  ☐ Yes, describe or ☐ No

Admin should consider:

● The applicable policies, rules and/or code of conduct (For example: JBA/GBA-AR Sexual Harassment, JFCF Harrassment, Intimidation, Bullying, Cyberbullying, Hazing, Teen Dating Violence and Domestic Violence)
● Would the student feel safer if there was someone of their gender identity and/or cultural identity present? Who on staff needs to be in the room to support the student?
● Has the student suffered this kind of incident before? Who responded in that incident and what was the outcome/resolution and why?
● Where this is found in the Student Rights and Responsibilities handbook.

Outcome & next steps:

____________________________________________________________________________

____________________________________________________________________________

Does the student(s) or adult filling out this form feel the situation has been resolved? Why or why not? How do you know? What is your plan for following up/check-in with the student/adult in a few weeks?

____________________________________________________________________________

Date parent was contacted: ______________  Method of contact: ____________________________

☐ Response from parent (explain) or ☐ Parent not contacted due to student safety concern (explain):

____________________________________________________________________________