

Teacher Assault Reporting Form

Date:

To: Administrator, [insert name of school or program]

I believe that I was assaulted by a student on [insert date], and I would like you to investigate.

This following is a summary of what happened (who, what, where, how):

These are the injuries I suffered as a result of this incident (please be specific):

I filed an Incident Report for my injuries:

Who did you give the Incident Report to: _____

What is the date that you submitted the Incident Report: _____

Are there any additional factual details, such as specific words or actions of the student, that are important to understanding this incident that you want to share?

This is who witnessed the incident:

Staff Member Signature and date:

For the Responding Administrator:

Date _____ Met with teacher to debrief on incident

Provide any additional information resulting from the meeting with the teacher that is important to understanding the incident.

Date _____ Contacted parent or guardian to discuss student behavior

Strategies and Interventions for restoring student to educational programming

Briefly describe the strategies and interventions put into place immediately following this report to assist the teacher as well as the student. More detailed, student specific information should be provided in the other settings that may be required as part of the District's response.

Strategies and Interventions for restoring staff member to job responsibilities

A copy of this Report Form has been provided to the office of the Assistant Superintendent for Special Education and Pupil Services on this date _____.

Administrator Name _____

Injury Worksheet for All Staff

Student engages in an incident involving some form of aggression toward a staff member. Immediately, staff member makes a verbal report to the Administrator.

For Physical Injury: Staff member is examined by school nurse and seeks further medical care if needed. Staff member completes Workers' Compensation Injury Report if necessary.

Other Injuries: Administrator provides staff member opportunity to recover from incident as needed, assesses need for other support.

Staff member completes an **Assault Form** and gives to Administrator or designee. Administrator shall forward all Assault Forms to the Office of the Assistant Superintendent for Special Education and Student Services for follow up.

Administrator gathers and reviews all reports related to the incident. Responsive actions could include speaking with adult witnesses, the student, parents or guardians, and other pupil service providers.

Administrator schedules follow up meeting with staff member for express purpose of reviewing the events and sharing with staff member responsive actions as appropriate.

Parents are notified of the incident, a team meeting may be convened where needed to prepare responsive plans that may include behavior plans, safety assessments, reentry plans, risk assessments, monitoring or other appropriate actions

Administrator Notes/Response: