

## Staff Member Reporting Form Title IX and Harassment

To be completed by the District employee who was first notified of the harassment complaint or incident (the "Reporting Staff Member"), in consultation with the Student/Complainant.

The Reporting Staff Member's first priority is providing support to the student in a time of crisis. The Reporting Staff Member should then promptly complete this form after speaking with the student and submit it to the student's Building Administrator within one school day.

**Student/Complainant Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Parent Contact:** (      )

**Administrator Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Reporting Staff Name:** \_\_\_\_\_ **Date of Report:** \_\_\_\_\_

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### INCIDENT INFORMATION

**Names of Student(s) Involved:** \_\_\_\_\_

**Witnesses?** \_\_\_\_\_

**Description of Incident** To be completed by staff in space provided or an attached page.

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Description may be continued on back, if necessary.

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### SUPPORT CHECKLIST

- |   |   |
|---|---|
| <input type="checkbox"/> Listen to the student                              | <input type="checkbox"/> Help the student understand what happens next                      |
| <input type="checkbox"/> Make the student feel safe/supported               | <input type="checkbox"/> Contact the student's Building Administrator within one school day |
| <input type="checkbox"/> Help the student make contact with their counselor |   |

Date of Contact: \_\_\_\_\_