



Employee Report: Aggressive Student Behavior

This form is to be used to report and document **threatening interactions with extreme behavior demonstrated by physically aggressive students towards other students and/or staff**. The information provided below will provide information to the school administrator to support the creation or revisions to a behavior support plan, safety plan, 504 Plan, or Individualized Educational Plan (IEP). When possible, this form should be completed and submitted to your supervisor within 24 hours of concern. **If injured during an interaction with a student, the employee should also complete an Incident Report as well to ensure appropriate support from the Risk Department.**

1. Name: _____ 2. Job Title: _____

3. Building / Department: _____ 4. Name of Supervisor _____

5. Date and Time of Incident ____ / ____ / ____ : ____ AM / PM 6. Room/Area of Incident _____

7. Date Incident Reported To Supervisor ____ / ____ / ____ 8. Name of Student _____

9. Name of Witness(es): _____

10. Describe interaction, and/or threat completely (if necessary, attach additional paper to accommodate your description):

11. Does this student have a behavior support plan (BSP) or other behavior supports? _____ YES _____ NO _____ UNKNOWN

12. Have you received instruction on any supports associated with the student's behavior support plan? _____ YES _____ NO

13. Based upon the student's behavior, had a safety plan for staff been created? _____ YES _____ NO _____ UNKNOWN

Employee Signature: _____ Date: _____

Submit form to your school administrator. The responsible administrator will meet with you to debrief the interaction to ensure a complete understanding. The school administrator will also discuss needed supports in working with the student. Supports may include training, personal protective equipment (PPE) or behavior support modifications.

Date of Debrief ____ / ____ / ____ Administrator Signature: _____

Summary of Debrief _____

If this incident resulted in bodily injury, complete an Incident Report Form found at <https://www.4j.lane.edu/hr/forms/>.

This form is a public record. Only objective facts and details should be provided to assist in supporting students and staff.

