

An assault is defined as a deliberate attempt to forcefully strike an employee physically or with an object with the intent to injure

Escondido Union School District
SCHOOL EMPLOYEE INCIDENT REPORTING FORM
SAFETY ARTICLE – ASSAULT

Report Date School Date/Time of Incident

Staff Member Involved Job Title

Name of Student Involved Student # Grade: Prog. 504 SAI SC SP

Description of the Circumstances:

- 1. Briefly describe what happened
2. Where did this incident occur?
3. What was happening immediately prior to the incident?
4. Was there a deliberate attempt by a student(s) to harm or injure? YES NO UNSURE
5. Was force or violence used in the attempt? YES NO

If yes to questions 4 or 5, please complete questions 6 and 7. If no to question 4 or 5, move to question 8.

- 6. What did the student(s) do to harm or injure?
Bit Choked Grabbed Kneel Kicked Punched Pushed
Scratched Slapped Swung/Threw an object Other
7. What was the location of the harm or injury?
Arm Back Chest Eye Foot Face Groin
Hair Hand Head Leg Mouth Neck Stomach
Other Did not Make Contact
8. Did the student make a threat to physically harm you? YES NO
9. If yes, what did the student(s) say or do to physically threaten you?

Signature of school employee Provide this Incident Report to your Site Administrator

For Site Administrator Use Only

- Disciplinary Action Taken Type
Parent Notified Date Time By
Request for Law Enforcement Date Time By
Copy given to school employee Date Time By

Name of Site Administrator Signature

Provide Workman's Compensation Information if applicable