**GRANT COUNTY EDUCATION SERVICE DISTRICT**

**STUDENT BEHAVIOR SAFETY ASSESSMENT AND MANAGEMENT SYSTEM**

**NOTIFICATION LOG** (Use as documentation for notification to legal guardians of threatened or victimized students - See ORS 339.327 and District Policy.)

* An interpreter was used for non-English communication

|  |  |  |
| --- | --- | --- |
| **School:** | **Student Name:**  | **Student #:** |
| **Date/Time of Incident:** | **Name of administrator completing this form:** |

|  |  |  |
| --- | --- | --- |
| **Name** |  **Home Phone Number** |  **Work Phone Number**  |
| **Parent/Guardian:**  |  |  |
| **Parent/Guardian:**  |  |  |
| **\*\*#1 Emergency:**  |  |  |
| **\*\*#2 Emergency:**  |  |  |

\*\*NO INFORMATION REGARDING INCIDENT SHOULD BE GIVEN TO THE EMERGENCY CONTACT PERSON, ONLY TO PARENT/GUARDIAN.

**DOCUMENT CONTACT OR ATTEMPTS TO CONTACT IN LOG BELOW**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Number Used** | **Date/Time** | **Message Left** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**NOTIFICATION CHECK-LIST**

* Described incident to parent/guardian — parent/guardian’s comments (attach additional sheet if necessary):
* Informed the parent/guardian that school personnel, law enforcement, and other agencies as necessary are investigating the validity of this threat.
* Described to parent/guardian any immediate safety measures that have been taken — parent/guardian’s comments (attach additional comment sheet if necessary):
* Notified parent/guardian that a follow-up letter to this conversation will be arriving within a couple of days, as required by Oregon Revised Statutes.
* Identified myself as the contact person regarding the school’s investigation of this incident and provided the name of the law enforcement officer for the law enforcement portion of the investigation and the officer’s contact information.
* Notified parent/guardian of meeting scheduled on **[INSERT DATE]** to develop a plan to protect their student from harm.