

COOL TOOLS

Safe School Sort-It-Out Form

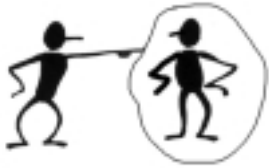
Name: _____ Grade: K 1st 2nd

Date: _____ Location: yard classroom cafeteria other



Damage (That's not okay!)

1. Popped someone's bubble



2. Exclusion



3. Verbal put-downs



4. Physical hurting



Repairs

1. Start with **I** statement

2. Give 5 put-ups



3. Exit



4. Tell an adult



My own words about what happened:

I _____

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Upper Grades Sort-It-Out Form

Student Name: _____ Date: _____

Grade: _____ Room: _____ Reported by: _____

PLEASE Check:

Before School During Class Break Lunch After School Other _____

Safe School Violation:

- Negative comments about group membership (e.g., ethnicity, religion, gender, etc.)
- Name calling, insults to individual(s)
- Teasing and taunting
- Rumors, gossip
- Gestures, nonverbal insults
- Physical hurting
- Inappropriate touching, invasion of private space
- Exclusion or telling others to exclude
- Threats or pressuring others to get involved
- Taking or damaging other people's personal property
- Damaging school property
- Bringing unsafe objects to school
- Using foul language
- Other

Student Response Skills:

- Used "I" statements
- Described incident with *Integrity*
- Participated fully in **SAFE SCHOOL** process
- Took **SAFE SCHOOL** process seriously
- Accepted responsibility (when appropriate)
- Followed through with recommended action

Strategies student used on his/her own:

- _____
- _____
- _____
- _____

Description of situation:

I _____

Mediation to **Sort It Out**:

Action taken by staff that matched the needs of student/situation:

Mediated by: _____

Student signature: _____

Teacher notified Administrator notified

Parent signature required? NO YES Parent signature: _____