

School Reporting Process Evaluation Checklist

Part 1: General Reporting System

1. Anonymity

- Does your school offer an anonymous reporting option?
- Are students and staff aware that they can report anonymously?

2. Accessibility

- Are multiple reporting options available (e.g., phone, email, web form, drop-off box)?
- Are the reporting options available 24/7?
- Are the instructions for using the reporting system clear and simple?

3. Promotion

- Are students and staff regularly reminded of the reporting process (e.g., posters, announcements, handouts)?
- Are parents informed about the reporting system during school meetings or through communication channels?

Part 2: School Climate and Culture

4. School Climate

- Do students feel safe and respected in the school environment?
- Are there trusted adults students can approach for help?
- Is there an active effort to build a positive school culture (e.g., social-emotional learning programs)?

5. Staff Training

- Do all staff members, including bus drivers, custodians, and paraprofessionals, receive training on identifying concerning behavior?
- Are staff members trained on how to respond to reports and escalate concerns?

Part 3: Reporting Process Effectiveness

6. Ease of Use

- Is the process of making a report straightforward for students, staff, and parents?
- Are individuals encouraged to report concerns, even if they seem minor?

7. Follow-Up

- Are there clear procedures for how reports are evaluated and acted upon?
- Is there a system to document and track reports for consistency and accountability?

8. Support and Resources

- Does the school emphasize helping individuals (rather than punishing them) as the goal of reporting?
- Are resources provided to individuals who need support after a report is made?

Part 4: Special Considerations

9. Addressing Barriers

- Does the school address specific barriers to reporting, such as fear of retaliation or peer pressure?
- Are cultural and linguistic barriers considered in the reporting process?

10. Education on Warning Signs

- Are students educated on recognizing concerning behaviors (e.g., bullying, suicidal ideation)?
- Are parents and staff trained to recognize warning signs and risk factors?