



GRISWOLD PUBLIC SCHOOLS CHALLENGING BEHAVIOR REPORTING FORM

Guidance

This form is for students, parents or guardians of students enrolled in the school, and school employees to report any alleged challenging behavioral incidents. **This form replaces any form that would have been used previously to report bullying, student conflict, and/or other reporting forms to submit to the school administration. This is the only incident reporting form.**

Challenging behavior is behavior that negatively impacts school climate or interferes with or is at risk of interfering with the learning or safety of a student or the safety of a school employee. This form should also be used to report alleged bullying incidents, meaning: unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.

Complete this form electronically, or in writing, or go to your school climate specialist (principal, vice principal, or other certified administrator) who will assist you with completing this form. All completed reports require a response from the school climate specialist, and every student, parent or guardian, and school employee **who completed this form** will receive a copy of the "Response Process(es) Notification Form" describing the action steps taken, within **three (3) school business days** after an assessment has been completed.

The school climate specialist will assess the facts of a challenging behavior incident and complete the "Response Process(es) Notification Form" (located on page 5 of this document). A confirmation of receipt of the "challenging behavior reporting form" will be provided to the individual who completed this form within three (3) school business days, and the behavioral assessment will be finalized within a reasonable amount of time.

If this is an emergency, and you feel that you or someone else is in imminent danger, please call 911, or your municipal police department.

Name: *First* _____ *Last* _____ or check here ☐ for any **student** who would like to submit anonymously.

I am a: Student ☐, Parent and/or Guardian ☐, or School Employee ☐

Email: _____

Phone Number: _____

Contact me by: Phone ☐ Email ☐

Was this previously reported to any school employee prior to this report? If yes, identify to whom, when, and what was reported?

Where did the incident occur?

Check any boxes that apply.

- | | |
|--|--|
| ☐ On school property | ☐ On a school bus |
| ☐ At a school-sponsored activity or off school property | ☐ On the way to/from school |
| ☐ Electronic communication, internet, or social media | ☐ Outside of school |
| | ☐ Other _____ |

Approximate date of incident (if known): _____

Please describe what happened:

Of the following statement(s) check any that may describe or include what happened:

- ☐ Teasing, name-calling, intimidating, or threatening, in person or through electronic communication
- ☐ Spreading rumors or gossip
- ☐ Hitting, kicking, shoving, spitting, hair pulling, throwing something, or other acts of physical aggression
- ☐ Making intimidating, and/or threatening gestures or remarks
- ☐ Getting another person to do any of the behaviors listed above
- ☐ Unwanted contact of a sexual nature (verbal, non-verbal, physical)

Do you believe that the reported instance(s) of challenging behavior was in reference to a student's perceived or actual age, ancestry, color, learning disability, marital status, intellectual disability, national origin, physical disability, mental disability, race, religious creed, sex, gender identity or expression, sexual orientation, or status as a veteran? If so, why?

If known, provide the name(s) of any witness(es) of the alleged incident:

Any additional information may be attached to this challenging behavior reporting form.

Date form submitted: _____

For school climate specialist use only:

Date received by school climate specialist: _____

Signature of receipt by school climate specialist: _____