



# Suffield Public Schools

## Challenging Behavior Reporting Form

### **Instructions:**

*This form is for students, parents or guardians of students enrolled in the school, and school employees to report any alleged challenging behavioral incidents. **Challenging behavior** is behavior that negatively impacts school climate or interferes, or is at risk with 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. 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 incident will be investigated 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.*

*All completed reports require a response from the School Climate Specialist, and the individual who completed this form will receive a copy of the "Challenging Behavior Response Letter" describing the action steps taken after an assessment has been completed.*

### **Reporter Information:**

**Your Name:**

or check here ☐ for any **student** who would like to submit anonymously.

**I am a:**

☐ **Student**      ☐ **Parent and/or Guardian**      ☐ **School Employee**

**Contact Information:**

**E-mail:**

**Daytime Phone Number:**

### **Incident Details:**

**Name(s) of alleged target:**

**Name(s) of alleged perpetrator:**

**Was this concern previously reported to any school employee prior to this report?**

☐ Yes      ☐ No

**(If yes, identify to whom, when, and what was reported?):**

**When did the incident(s) take place? *(provide the approximate date and time of the incident, if known)*.**

**Where did the incident occur?**

**Description of incident:**

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

**Do you believe that the reported instance(s) of challenging behavior was in reference to a student's perceived or actual: race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability?**

☐ Yes      ☐ No

**If yes, please explain.**

**Date form submitted:**

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any waiver rights or disclosure responsibilities as permitted or required by law.

Please note: When a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

**\*\*For school climate specialist use only\*\***

**Signature of receipt by School Climate Specialist:**

**Date received:**