

Killingly Public Schools

Challenging Behavior Reporting Form

Instructions This form is for students, parents or guardians of students enrolled in Killingly Public Schools 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, assistant 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" 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.

(Please understand that anonymous reporting could limit administrator capacity to investigate and take action.)

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

Email: _____ Phone Number: _____

School attending: _____

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 At a school-sponsored activity or off school property
- Electronic communication, internet, and social media On a school bus
- On the way to/from school 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, or 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, nonverbal, 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, and status as a veteran? If so, why?

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

Date form submitted: _____

***For school climate specialist use only:**

Date received by school climate specialist: _____

Signature of receipt by school climate specialist: _____

Killingly Public Schools
Challenging Behavior Investigation Form

The purpose of this form is to provide a streamlined process to assess reported instances of challenging behavior.

This form is to be completed by the school climate specialist within a reasonable amount of time. Pursuant to the Federal Education Confidentiality Law (FERPA), students, parents or guardians, and school employees that completed the challenging behavior reporting form cannot receive a copy of this "Investigation Form" but will be provided with a copy of the "Response Process(es) Notification Form" after an assessment is completed.

Date "Challenging Behavior Reporting Form" Received: _____

Today's Date: _____

OR:

- School Climate Specialist present at incident of Challenging Behavior (no reporting form necessary) Date: _____

Name of school climate specialist who received the report: _____

Were these events already reported to any school employee? If yes, please identify to whom, when, and what was reported. The first time I told someone was yesterday.

Name of school community member who is reporting the incident: (student, parent or guardian, school or district employee, bystander, anonymous):

Name of student or students who were allegedly subjected to the challenging behavior:

Name of person or persons who allegedly engaged in the challenging behavior:

Where did the alleged incident occur?

Date and time alleged incident occurred: (if known):

Description of the incident:

What investigative processes occurred? Answer all of the following questions below. A single incident may require an assessment into multiple areas. Please check all that apply.

Was this a verified act of Challenging Behavior? YES NO

- The behavior required temporarily clearing a classroom or removing a majority of students to reduce the likelihood of injury
- The behavior indicated a credible intention to cause bodily harm to self (**CSSRS completed and attached**) or others (**Threat Assessment completed and attached**)
- The behavior resulted in an injury requiring medical attention beyond first aid (or less severe injuries by the same person on more than one occasion as verified by a school nurse or other medical professional).
- The behavior was an act of bullying.

Was this a verified Title IX violation? YES or NO

What was the response by the school climate specialist? (*E.g., utilization of restorative practices, school-based threat assessment, safety plan, student support services*)

Additionally, provide the date of each response.

If applicable, please provide any additional notes, observations, or actions taken as a result of this incident:

Signature or E-signature of responding school climate specialist:

Printed name: _____ Date of response: _____

Killingly Public Schools Response Process(es) Notification Form

The purpose of this form is to provide a template for transparency and accountability to a person(s) that submit(s) a report of challenging behavior.

The school climate specialist will complete and submit this form within three (3) school business days **after an assessment has been finalized** and submit it to the student(s), parent(s), or guardian(s), and/or school employee(s) who completed the “Challenging Behavior Reporting Form”.

This notification is provided to the individual(s) who submitted a Challenging Behavior Reporting Form regarding the incident referenced above.

The school responded to the incident by following established procedures to address the behavior and prevent future occurrences. This included the use of restorative practices, a review of the situation by appropriate school-based teams, and the implementation of supportive and preventative strategies as needed. School staff collaborated to ensure appropriate safety measures and student supports were in place, and ongoing monitoring and follow-up will continue to promote a safe and supportive learning environment for all students.

Signature or E-signature of School Climate Specialist: _____

Printed name: _____ Date completed: _____