5131
Form 1

Challenging Behavior Reporting Form

Instructions

This form is for **students, parents or guardians of students enrolled in the school, and school employees**, to report alleged challenging behavioral incidents. Challenging behavior is that which negatively impacts school climate or interferes, or is at risk of interfering with, the learning or safety of a student or school employee. This form should also be used to report alleged bullying incidents: unwanted and aggressive behavior among children in grades K-12 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 employee) who will assist you with completing the form. All completed reports require a response from the School Climate Specialist, and every student, parent or guardian, and school employee **who completes 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 fact 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.

Possible actions taken prior to office referral:

___ Mediation (for student-to-student conflict). Outcome: _____
___ Plan for student success in the classroom
___ Conference with parent
___ Consult with counselor
___ Consequence. If so, what? _____
___ Other: _____
___ NONE: Situation requires immediate office intervention.

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.

Name of student exhibiting challenging behavior: _____

Your Name: _____ or ☐ check here for any **student** who wishes to submit anonymously.

Your role: ☐ School Employee ☐ Parent/Guardian ☐ Student

Email: _____ Phone: _____ Preferred contact: ☐ email ☐ phone

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, **OR** social media	☐ On school bus ☐ On way to/from school ☐ Outside of school ☐ Other: _____

Approximate date of incident, if known: _____

Please describe what happened: _____

_____

_____

_____

_____

Of the following statements, check any that may describe 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	☐ Intimidating and or threatening gestures or remarks ☐ Getting another person to do any behaviors 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, and status as a veteran? If so, why?

_____

_____

_____

Name(s) of witness, if known: _____ Date form submitted: _____

For School Climate Specialist use only:

Date received: _____

Signature of receipt by School Climate Specialist: _____