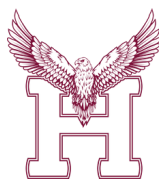


Hartland School Challenging Behavior Reporting Form



Instructions

This form is for students, parents or guardians of students enrolled in the school, and school employees to report any alleged challenging behavior incidents. **Challenging behavior** is behavior that negatively impacts school climate or interferes with or is at risk of interfering with the learning or safety of students 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 in writing, or go to our **school climate specialist, Mrs. Bourque**, 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 Notification Form" describing the action steps taken, within three school business days, and the behavioral assessment will be finalized within a reasonable amount of time.

Name of Person(s) Reporting:

☐ check here for any student who wishes to remain anonymous

I am a:

- ☐ student
- ☐ parent
- ☐ school employee

Email address:

Phone Number:

Contact me by:

- ☐ email
- ☐ phone

Was this previously reported to any school employees prior to this event? If yes, please identify to whom, when, and what was reported.

Where did the incident occur?

- | | |
|---|--|
| <input type="checkbox"/> on school grounds | <input type="checkbox"/> on school bus |
| <input type="checkbox"/> At a school sponsored event | <input type="checkbox"/> outside of school |
| <input type="checkbox"/> electric communication, social media | <input type="checkbox"/> other : _____ |

Approximate date of incident (if known):

Please describe what happened:

The following statement(s), please check any that may describe or include what happened:

- ☐ Teasing, name-calling in person or through electronic communication
- ☐ Intimidating or threatening in person or through electronic communication
- ☐ Making intimidating, and/or threatening gestures or remarks
- ☐ Spreading rumors of gossip
- ☐ Hitting, kicking, shoving, spitting, or other displays of physical aggression
- ☐ Getting a 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, religion, sex, gender identity or expression, sexual orientation and status as a veteran? If so, why?

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

Date form submitted: _____

For Administrator/ School Climate Specialist use only:

Date received by Administrator/School Climate Specialist: _____

Signature of Administrator/School Climate Specialist: _____