

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. 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

☐ 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?

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.

Check any boxes that apply.

<input type="checkbox"/> On school property <input type="checkbox"/> At a school-sponsored activity or off school property <input type="checkbox"/> Electronic communication, internet, and social media	<input type="checkbox"/> On a school bus <input type="checkbox"/> On the way to/from school <input type="checkbox"/> Outside of school <input type="checkbox"/> Other _____
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Approximate date of incident (if known): _____

Please describe what happened?

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

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

Investigation Form

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: _____

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:

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 alleged 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 investigated as bullying?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Was this investigated as an act of physical violence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was this a verified act of bullying?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Was this a verified act of physical violence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was this investigated as cyberbullying?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Was this investigated as a protected class violation/harassment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was this a verified act of cyberbullying?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Was this a verified protected class violation/harassment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was this investigated as teen dating violence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Was this investigated as a Title IX violation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was this verified teen dating violence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Was this a verified Title IX violation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was this investigated as an assault?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Was this a verified act of challenging behavior not listed above?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was this a verified assault?	<input type="checkbox"/> YES	<input type="checkbox"/> 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: _____

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Response Process(es) Notification Form

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".

Describe the steps taken to address and prevent future instance(s) of challenging behavior(s). Responses may include:

- utilization of restorative practices;
- the completion of a school-based threat assessment;
- safety plan for student(s) involved in the instance of alleged challenging behavior;
- student support services;

Signature or E-signature of school climate specialist: _____

Printed name: _____

Date completed: _____

Definitions and Clarifying Terms

Restorative Practices: Evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.

School Based Threat Assessment: An evidence-based systematic evaluation process used to prevent violence, help troubled students, and avoid over-reactions to challenging behavior.

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