NMPS 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 defined as behavior that negatively impacts school climate or interferes, or is at risk of 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, which is defined as unwanted and aggressive behavior among children in grades K-12 that involves a real or perceived power imbalance.

You can complete this form electronically or in writing, or you can get assistance from a school climate specialist (principal, vice principal, or other certified administrator). All completed reports require a response from the school climate specialist, and every student parent, guardian, or school employee who completed this form will receive a copy of the "Response Processes Notification Form" describing the action steps taken, within three (3) school business days after an assessment has been completed. **If you feel you or someone else is in imminent danger, please call 911 or your municipal police department.**

Reporter Information			
First Name:		**Last Name:**	
☐ Please check here if you are a **student** who would like to submit **anonymously.**			
Please select your role in the school community: ☐ I am a student. ☐ I am a parent or guardian. ☐ I am a school employee.			
Email:		**Phone:**	
Please highlight the method of communication you prefer:	phone	email	both

Was this incident previously reported? (please highlight one) YES NO

If YES, please identify to whom, when, and what was reported.

[Type here]

Incident Details	
Approximate Date of Incident (if Known):	**Where did the incident occur? (Check any that apply)**
	☐ On school property ☐ At a school-sponsored activity or off school property ☐ Electronic communication, internet, and/or social media. ☐ On a school bus ☐ On the way to/from school ☐ Outside of school ☐ Other

Please describe what happened:

[Type here]

Please check any of the following statements that describe and/or include what happened in the incident.

- ☐ 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 listed behaviors.
- ☐ Unwanted contact of a sexual nature (verbal, non-verbal, physical).

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

Do you believe that the reported instance of challenging behavior(s) 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/or status as a veteran? **If YES, please explain why below. If NO, leave blank.**

[Type here]

Date form submitted:	

****For Use by School Climate Specialist Only****

Date Form Received:		**Signature of Receipt by School Climate Specialist.**	

This form does not modify or eliminate any rights or obligations under state or 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 the 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 if such behavior, including making amends for any challenging behavior 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.