

Westbrook Public Schools (PA 11-232 compliant)

Incident Intake/Report Form (rev.8/30/13)

Today's Date: 0/00/00

Verbal reports must be reported within one (1) school day to the Safe School Climate Specialist (SSCS).

A written report must be filed with the SSCS within 48 hours on this intake form.

Name of district employee who received the report: Position:

Who reported the incident? Targeted Student/Anonymous/Parent/ District Employee/Bystander Date reported: 00/00/00

Name(s) of alleged target child(ren) Grade(s)

Name(s) of alleged perpetrator(s) Grade(s)

Where did the incident occur?

Date of Incident: 00/00/00 At what time did the incident occur? : AM : PM

Description of the incident:

Large empty box for description of the incident.

Teacher/Employee response:

Large empty box for teacher/employee response.

To your knowledge, has this occurred more than once? Yes No If Yes, then how many times?

Are there immediate physical safety concerns? Yes No

Signature of Employee reporting :

Date: 00/00/00

THIS SECTION IS FOR PRINCIPAL/ SAFE SCHOOL CLIMATE SPECIALIST USE ONLY

Findings of investigation:

Large empty box for findings of investigation.

Actions taken:

Box for actions taken.

Conclusion:

Box for conclusion.

Attach a copy of all letters (parent and otherwise) sent home, per PA 11-232, as needed, and send to the Assistant Superintendent.

Did this incident appear to be sexual harassment? Yes No

If yes, send a copy of paperwork to Title IX District Coordinator.

Signature of Principal/Safe School Climate Specialist Date: 00/00/00