Newtown 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:

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

Findings of investigation:

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

Actions taken: __________________________

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