

SAFE SCHOOLS INITIATIVE INCIDENT REPORT/COMPLAINT TRACKING FORM
Fairhaven Public Schools

Alleged Instigator: _____ **Person Targeted:** _____

1. Bias Indicators related to incident (Check any that apply):

- Perpetrator and victim are from different groups
- Derogatory words/writings/gestures used relating to victim's group
- Victim belongs to a group that is relatively small in number in school
- Offender had prior incidents with members of victim's group
- Incident occurred on a holiday or date significant to victim's group
- Victim perceives that incident was motivated by his/her group membership
- Victim participates in an activity/club promoting his/her group

2. Injury to incident participants: Yes No If yes, state who was injured and describe injuries:

TO BE COMPLETED AFTER RESOLUTION PROCESS IS COMPLETED

3. Resolution Process Used

- Formal Informal Disciplinary Code Other _____

4. Type of Incident (Check all that apply):

PERSONAL

- Threats/Intimidation
- Sexual Harassment
- Harassment (except sexual)
- Discrimination
- Bullying
- Cyber-Bullying/Harassment
- Derogatory Words/Gestures
- Other _____

- Fight
- Physical Attack, Assault
- No Weapon Used
- Weapon(s) Used
Identify weapon(s)
used: _____
- Retaliation

PROPERTY

- Graffiti
- Property damage
- Vandalism/Destruction of Property
- Arson
- Theft
- Robbery
- Retaliation

5. Type of Civil Rights/Anti-Bullying Policy Violation Found (check all that apply):

- Student to Student** **Staff to Student** **Student to Staff** **Staff to Staff** **Other** _____
- Race/Color
 - National Origin/Ethnicity
 - Disability
 - Retaliation
 - Bullying
 - Age
 - Religion
 - Sex (Gender)
 - Sexual Orientation
 - None/Not Applicable

6. Additional Comments:

7. Other Agency Reports Filed?

- Yes No Agency: _____

Report Title: _____ Number/Name: _____

8. Designated Official Name: _____

9. Designated Official Signature: _____ **Date:** _____

10. Date Report forwarded to District Equity Coordinator: _____

11. District Equity Coordinator Signature: _____ **Date:** _____