

**STUDENT INCIDENT REPORTING FORM****Directions**

*You may remove and keep this top sheet of directions after filling out the form and having it signed by an office staff member.*

Please use this form to report a student incident. Upon completion of this form, or when providing a verbal report, submit to the school administrative office. You will receive acknowledgment of your report within 48 hours. You will be contacted at a minimum every five school days as the incident is researched. Every effort will be made to reach a resolution and communicate that resolution in writing within ten school days unless the report is anonymous.

The policy of RSU 12 is that all students and employees be free from mistreatment, bullying, and harassment. All charges of mistreatment, bullying, and harassment are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. The District will make every reasonable effort to handle and respond to every charge and incident filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged offenders.

Instructions: Use this form to report mistreatment, bullying, and harassment. Complete the form, providing as much detailed information as possible so that the incident may be properly investigated. It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the incident. An administrator or designee who receives a report of a student incident will address the issue.

How to file: Student Incident Reports will be available from any counselor or administrator, in any school administrative office, online at [www.svrsu.org](http://www.svrsu.org), or by calling 207.549.3261. Incident reports should be filed with the school administrative office.

Confidentiality: To conduct this investigation in a confidential manner, the school will disclose the contents of the reported incident only to those persons who have a need to know of that incident. In signing the incident report, you authorize the school to disclose as needed the information you have provided, and may in the future provide, regarding the incident. Your incident report will not be shown to the alleged offender.

Retaliation prohibited: Retaliation against a person who files an incident report is strictly prohibited and is grounds for disciplinary action.

Appeal to the Superintendent: If the alleged victims or alleged offenders of the incident are not satisfied with the resolution, then they may appeal by submitting, within ten school days of receiving this form completed by the principal, a copy of this form to the Superintendent's Office with a cover letter explaining the reason for the appeal and why the resolution could not be reached. The Superintendent or designee will review the appeal after submission and provide a written response postmarked within ten school days.

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Appeal to the RSU 12 School Board: If the alleged victims or alleged offenders of this incident are not satisfied with the Superintendent’s attempt to resolve the issue, then the reporter may appeal the Superintendent’s decision, within ten school days of the Superintendent’s response, by sending a copy of the form and the Superintendent’s response to the RSU 12 School Board Chair with a cover letter of appeal explaining why the resolution could not be reached and request of the RSU 12 School Board Chair that the appeal be placed on a future school board agenda in order to attempt to reach a resolution.

- Check this box if you would like your appeal sent to the entire RSU 12 School Board and not just to the RSU 12 School Board Chair.

Appeals to the Superintendent or RSU 12 School Board Chair should be mailed to:

Superintendent of Schools  
RSU 12 Central Office  
665 Patricktown Road  
Somerville, ME 04348

Or

RSU 12 School Board Chair  
RSU 12 Central Office  
665 Patricktown Road  
Somerville, ME 04348

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Signature of Reporter (Optional. You may report anonymously) \_\_\_\_\_

Date report submitted: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Position/title: \_\_\_\_\_

Date and time the alleged incident is being reported: \_\_\_\_\_

Initial Reporter: Person(s) reporting the alleged incident(s) (Optional): \_\_\_\_\_

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Person(s) completing this form (if different than person listed above and not anonymously reporting): \_\_\_\_\_

Person reporting is (Optional): \_\_\_\_\_ student \_\_\_\_\_ parent  
\_\_\_\_\_ grandparent \_\_\_\_\_ guardian \_\_\_\_\_ school staff \_\_\_\_\_ coach  
\_\_\_\_\_ other \_\_\_\_\_

Contact information of person reporting (Optional):  
home or work phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_  
email: \_\_\_\_\_  
home address: \_\_\_\_\_

**Details**

Name of student(s) who is believed to have been the victim of the incident:  
\_\_\_\_\_

Name of the student(s) or adult(s) who is alleged to have cause the incident:  
\_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s)/time(s) of day: \_\_\_\_\_

Location(s) of incident(s): \_\_\_\_\_

Were there any witnesses?  yes  no

Would you prefer that school personnel conducting an investigation not contact these witnesses unless legally obligated to do so?

yes  no

Would you prefer that school personnel conducting an investigation not disclose to witnesses the identities of students or reporters involved in this incident unless legally obligated to do so?

yes  no

If so, please provide names of witnesses to be contacted during the investigation:

\_\_\_\_\_  
\_\_\_\_\_

Please provide a description of incident(s) and include any supporting documentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(attach additional pages, if needed)

I agree that the information on this form is accurate and true to the best of my knowledge and belief.

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of person reporting (this is optional if reporting anonymously)

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Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Position/title: \_\_\_\_\_

Copy to school principal on: \_\_\_\_\_

Copy received: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the School Principal

Copy to superintendent on: \_\_\_\_\_

Copy received: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Superintendent

The principal believes this incident is (circle one):      Resolved      Unresolved

Resolution: *Principal or designee should describe any investigations, actions, action planning, or safety plans initiated in order to reach a resolution.* (attach additional pages, if needed)

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Copy received by initial reporter: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference:

- KE - Public Concerns and Complaints
- AC – Nondiscrimination/Equal Opportunity and Affirmative Action
- ACAA – Harassment and Sexual Harassment of Students
- ACAD - Hazing
- ADF – School District Commitment to Learning Results
- CHCAA – Student Handbooks
- JI - Student Rights and Responsibilities
- JIC - Student Code of Conduct
- JICC - Student Conduct on Buses
- JICIA - Weapons, Violence and School Safety
- JK - Student Discipline
- JKD - Suspension of Students
- JKE - Expulsion of Students
- KLG – Relations with Law Enforcement Authorities
- JICK-R - Bullying – Administrative Procedure

First Reading: September 13, 2018

Adopted: October 11, 2018