Exhibit 403.5-E(1): Staff Level 1 Incident Report/Complaint Form

Status: ADOPTED

Original Adopted Date: 7/31/23

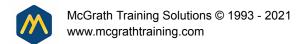
INCIDENT REPORT (FORM A)

This form is used to identify and report a possible incident of prohibited behavior.

The <u>person who observes the conduct or receives information about the concern</u> should complete this form, not the targeted student or staff. Copies of this form should be forwarded to the Site or Department Level Case Manager (If required by your school district also forward this form to the Title IX Coordinator).

Date/Time of Report:				Sc	School/Dept.:					
Reporter Name:				Re	Reporter Role:					
Reporter Phone:				Reporter Email:						
Date/Time of Incident:					Location of Incident:					
	•				·					
Name(s) of Target/Complainant:				Names(s) of Alleged Aggressor/Respondent:			Nam	Name(s) of Witnesses/Bystanders:		
	Staff-to-Staff / Staff-to-Student / Student-to-Student / Student-to-Staff <u>Check all behaviors that apply.</u>									
PH	PHYSICAL CONDUCT - Harm to another's body or property (* = Criminal Conduct/Mandatory Reporting)									
	Threatening physical har Making offensive gesture Blocking movement, cornering Starting a fight Shoving Pushing Pinching	es •	Hair pu Spitting Slappir Kicking	Tripping Biting		Destroying or defacing property* Extortion* Theft* Arson* Assault with a weapon* Fondling* Inappropriate sexual touching*		000000	Sexual touching* Rape* Dating violence* Domestic violence* Child sexual abuse* Sexual assault* Other:	
EMOTIONAL CONDUCT - harm to another's self-worth, in person, or electronically.										
	Insulting gestures Insulting remarks Dirty looks Name calling Taunting	0	schoo Insultii Harass frighte	ing or falsifying lwork/work ng /degrading graffiti sing and/or ening phone calls, s, texts, social media	0	Cyberbullying or ha Racial, sexual, ethni religious slurs Insulting remarks re disability, gender, o orientation	ic, or elated to	0	Threatening another to secure silence Challenging in public Unwanted sexually suggestive remarks, images, or gestures Other:	

SOCIAL (RELATIONAL) CONDUCT- harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion.									
0 0	Using negative body language or facial expressions Gossiping Starting / spreading rumors	 Playing mean tricks / pranks Insulting publicly Ignoring someone to punish or coerce Cyberbullying or harassment 	0	Threatening to end a relationship Undermining other relationships Passively not including in group		Ostracizing / total group rejections Arranging public humiliation			
	Staff-to-Staff / Staff-to-Student Check all behaviors that apply								
ВО	UNDARY CROSSING BEHAVI	IORS		(* = Criminal Conduct/	/Mandat	tory Reporting)			
		Personal communication by social media Personal communication by electronic communication Cards, notes, texts that are sexual in nature / inappropriate ents to supplement checked box(experit what you saw or were told.)		Repetitive one-on-one interaction Rides home Gift giving Meetings in isolated locations Possessing / showing sexual images*	e target d	Inappropriate touching* Sexual contact* Other:			
	Please attach any supporting documentation								
Signature of Person Completing Incident Report				Da	te				



Received by:			Title:	Date:					
Criminal condu or child abuse?		Law enforcem welfare contact		Yes No	Date Contacted:				
Information about the potential target/complainant:									
Grade/Age	Gender	Race		Currently	Currently enrolled or employee?				
	□ M □ F □ Other	□ African Amer □ Asian/Pacific □ Hispanic		Native American White Other	□ Ye				
Information about the potential aggressor/respondent:									
Grade/Age	Gender	Race		Currently	Currently enrolled or an employee?				
	□ M □ F □ Other	□ African Amer □ Asian/Pacific □ Hispanic		Native American White Other	☐ Ye				