

Community Incident Reporting Form DRAFT

Please use this form to report a concern regarding possible misconduct by a Public Schools of Brookline (PSB) student, employee, family member, contractor, volunteer, or visitor that has harmed the learning and working environment. Concerns may include possible bias-based conduct, sexual misconduct, bullying, violence, or threats prohibited under the PSB Student Civil Rights Policy, Bullying Prevention Policy, Student Code of Conduct, or other PSB policies and expectations. Depending on the nature of the concern, it will be referred to the Office of Student Services, Human Resources, or another PSB department.

PSB is committed to providing a workplace and educational environment free from sexual misconduct or bias-based conduct related to a student's, employee's, or other community member's identity, such as race, ethnicity, religion, gender identity, sexual orientation, or disability.

Retaliation for reporting these concerns or engaging in the investigation process is strictly prohibited. Concerns will remain as confidential as practicable. In certain instances, we may be required to disclose an allegation either to impacted students or families and/or relevant PSB staff in order to investigate the matter, or to law enforcement.

Important: PSB employees are mandatory reporters of any possible bias-based conduct, sexual misconduct, or violence toward a student, or any abuse or neglect of a student. Any staff member who witnesses or becomes aware of possible mistreatment of a student must immediately inform a school administrator or the Office of Student Services.

PSB's ability to thoroughly investigate an allegation depends on the information provided, so please provide as much detail as possible below. Anonymous concerns will be investigated to the extent possible.

If you have questions about the reporting process, or would prefer to report your concern by email, phone, or in person, please call the Office of Student Services at 617-730-2447 or email liza_oconnell@psbma.org. For more information, please refer

to the PSB Student Civil Rights Policy and/or Employee Code of Conduct, available at all schools and on the PSB website.

1. Enter your full name (the name of the person completing this form).

Parents, students, and other community members may report possible misconduct anonymously by leaving this question blank. However, anonymous reports may impede the district's ability to fully investigate and/or address a report. (Please note that PSB staff may not report anonymously.)

2. Anonymity *

Mark one oval.

I have provided my name above.

I am a parent, student, or community member (not an employee), and prefer to remain anonymous. I understand that this may limit the district's ability to take action.

3. Enter your role or title here, such as "Parent," "Student," "Teacher" or "Guidance Counselor."

4. Enter your preferred email address.

5. Enter your preferred phone number.

6. What is the nature of the possible misconduct you are reporting? *

Mark all that apply.

Bias-based conduct

Sexual misconduct

Bullying (requires more than one incident and a power difference between the parties)

Violence or abuse

Neglect

Other misconduct

7. If you answered, "Other misconduct," please expand:

8. Select the primary school or work location of the individuals involved? *

Amos A. Lawrence School

Brookline Early Education Program
Brookline High School
Edith C. Baker School
Florida Ruffin Ridley School
John D. Runkle School
John Pierce School
Michael Driscoll School
Roland Hayes School
William H. Lincoln School
Work Location (Baldwin, Town Hall, etc.)
Other

9. Enter the name(s) of the person(s) targeted or harmed by the alleged misconduct, and for students, their grade level(s) if known: *

10. Enter the name(s) of the person(s) who engaged in the alleged misconduct, and for students, their grade level(s) if known: *

11. Enter the name(s), role(s), and grade level(s) of any other individual(s) who witnessed the alleged misconduct or were involved in some way, if known.

12. When did the incident(s) occur? *

Please list the date(s) and time(s). If you do not recall specific date(s) and time(s), please provide as many details as possible.

13. Please provide details about where the incident(s) occurred, such as a classroom, the cafeteria, an athletic field, an after school program, a field trip, the bus, an office, by text message, or online. *

14. Describe the incident(s). *

Please include as much detail as possible: who was involved or present, what occurred, when and where this occurred, and exactly what each person did and said.

15. Please upload any supporting documents you have, such as emails, texts, or screenshots of social media posts.

16. Is there anything you would like to add?

[SUBMIT button]

Thank you for reporting your concerns to the Public Schools of Brookline. A staff member will review your concerns the same or early the next school day, and determine next steps to investigate and/or address the incident(s). If you provided your contact information, a school-based or Central Office employee will contact you to request additional information and/or inform you that your concerns are being addressed, generally within three school days. If you have questions, please call a school administrator, or contact the Office of Student Services at 617-730-2447 or liza_oconnell@psbma.org, or the Office of Educational Equity at (617) 730-2404 or claire_gallowayjones@psbma.org.