

Bias-based Incident Report Form

The Wellesley Public Schools is committed to sustaining a learning community that is free of discrimination and bias. This commitment covers students, faculty, administration, staff, and all those who engage with our organization. The Wellesley Public Schools prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status. Harassment is a form of discrimination.

When reporting hate or bias incidents through this form, please also note the following:

- Your confidentiality and trust is very important. We will make every effort to respect your privacy. Please be aware, however, in certain circumstances involving safety or criminal action, we may not be able to guarantee complete anonymity.
- Anyone reporting an incident through this form should provide reliable contact information, so that we may contact you if there is a need for clarification or if additional questions or concerns arise. Also, if you want to receive a copy of your report, you will need to enter an email address in the Background Information section.

STOP! If this is an emergency situation, CALL 911 or the Wellesley Police Department at (781) 235-1212. Do not use this form to report events that present an immediate threat to health or safety.

If you have any questions about filing or completing a report, please contact the Office of Diversity, Equity and Inclusion at 781-445-6210 x 5827 or dei@wellesleyps.org.

* Required

1. Email *

Background Information

2. Name

3. Email Address

4. Phone Number (ie 7814466200 no dashes)

5. Date of Incident *

Example: January 7, 2019

6. Your School *

Mark only one oval.

PAWS

Bates

Fiske

Hardy

Hunnewell

Schofield

Sprague

Upham

WMS

WHS

RLS

Central Office

Other: _____

7. Location of Incident *

8. Time of Incident *

Example: 8:30 AM

Questions

9. NATURE OF THE ALLEGED BIAS INCIDENT: Please check all the categories below that describe this incident. *

Check all that apply.

- Age
- Ancestry
- Color
- Disability status
- Genetic information
- Gender identity
- Marital status
- National origin
- Parental Status
- Political affiliation
- Race
- Religion
- Sex
- Sexual orientation
- Veteran status

Other: _____

10. NATURE OF THE ALLEGED BIAS INCIDENT: Again, please check all types of conduct involved in this incident. *

Check all that apply.

- Comment in Class
- Comment in Person
- Comment in Writing or on Internet
- Comment via Email/Text
- Comment via Phone/Voicemail
- Discrimination by Staff/Office
- Discrimination by Student/Group
- Emotional Assault/Attack
- Harassment
- Intimidation
- Offensive Picture or Image
- Physical Assault/Attack
- Property Damage/Destruction
- Pursuit/Chase
- Sexual Harassment
- Theft of Property
- Threat(s)
- Vandalism or Graffiti
- Verbal Attack/Assault

Other: _____

11. Please describe the alleged bias incident using specific language. *

12. Please indicate whether you would like the Office of Diversity, Equity and Inclusion to contact you for further follow up. *

Mark only one oval.

- Yes, I would like to be contacted regarding this report
- No, please do not contact me regarding this report

13. Please upload and supporting documentation, such as photos, video, email, etc. (1 GB limit for all files)

Files submitted:

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