

**Saranac Central School District  
DASA Incident Report/Response Form**

**A. PERSON REPORTING INCIDENT (PLEASE PRINT)** Return completed form to building principal.

Name: \_\_\_\_\_ Telephone/Email Address: \_\_\_\_\_

Relationship to Target: \_\_\_\_\_ Did you witness the incident? \_\_\_\_\_

Today's Date \_\_\_\_\_ Time of Incident: \_\_\_\_\_

1. Name of alleged target: \_\_\_\_\_  
School (if known) \_\_\_\_\_ Grade/Age: \_\_\_\_\_

2. Name(s) of alleged offender(s) (if known): \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

3. Name(s) of possible witness(es): \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

4. Where did this incident happen? Choose all that apply:

Classroom     Playground/Recess     Field Trip     Cafeteria     School Bus  
 Library     Hallway     On the way to/from school     Electronically/Cyberspace  
 Other : \_\_\_\_\_

5. Place an (x) next to the statement(s) that best describe what happened. Choose all that apply:

Hitting, kicking, shoving, spitting, hair pulling or throwing something.  
 Getting another person to hit or harm the student.  
 Teasing, name-calling, making critical remarks, or threatening, in person or by other means.  
 Demeaning remarks or student being made the target of joke(s).  
 Making rude or threatening gestures.  
 Excluding or rejecting the student, or asking another person to turn against a student.  
 Intimidating (bullying), extorting or exploiting.  
 Spreading harmful rumors or gossip  
 Electronic bullying  
 Other: \_\_\_\_\_

6. Is this the first time?  Yes     No  
If not, what happened? \_\_\_\_\_

7. Did a physical injury result from this incident?  
 No     Yes (no medical attention needed)     Yes (medical attention needed)  
 Evaluation by school nurse     Other medical intervention (please specify) \_\_\_\_\_

**B. DESCRIPTION OF INCIDENT.** Attach additional sheets if necessary. Also please attach any supporting documentation (i.e. copies of e-mails, notes, photos, etc.)

What happened (including face to face conflicts as well as text and/or face book comments)?

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How did you respond to the incident(s)?

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Did anything happen before the incident(s) that might have caused it?

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How did the incident(s) make you feel?

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Please write down any other information that you feel would assist the school in this investigation.

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To be completed by administration/counselor/school psychologist: Action taken to resolve the issue (Please check all that apply:)

- Conference/counseling with victim       Conference with the accused  
 Parent/Guardian contact       Student (reporting) Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 \_\_\_\_\_ Student(s) (reporting) Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Mediation with all parties involved.  
 Formal administrative action taken (copy and attach discipline referral).

After reviewing the elements that should be assessed when considering the presence of a power imbalance between two students, would this be considered a power imbalance.

- Yes (VADIR reportable)    **\*\* Person completing Part 2: \_\_\_\_\_**  
 No                                **\*\* Send original form with description to administration to be investigated and/or filed.**  
 Maybe