

# Candor Central School District DASA Incident Reporting Form (For District/School Files Only)

**To be completed by person reporting the incident (or the person receiving the complaint and/or investigating the incident)**

**School:** \_\_\_\_\_ **Today's date:** \_\_\_\_\_

**Name of person reporting incident:** \_\_\_\_\_

**Role of person reporting incident** *(Check one)*

Student Target  Student (witness)  Parent/Guardian  Staff Member  Other \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of target: (student being bullied, harassed, or discriminated against)**

\_\_\_\_\_

**Name(s) of alleged**

**offender(s):** \_\_\_\_\_

**Date(s) and time(s) of**

**incident(s):** \_\_\_\_\_

**What was your involvement in the incident?**

I was directly involved in the incident  I observed the incident  I heard about the incident

**Where did the incident happen?** *(Check all that apply)*

On school property

Classroom

Hallway

Bathroom

Cafeteria

Gym

Locker Room

At a school function

On a school bus

Off school property

Electronic Communication

Other (describe): \_\_\_\_\_

**Type of incident** (*Check all that apply*)

- Physical contact (kicking, punching, spitting, tripping, pushing, taking belongings)
- Verbal threats (gossip, name-calling, put-downs, teasing, being mean, taunting, making threats)
- Psychological (nonverbal actions, spreading rumors, social exclusion, intimidation)
- Abuse (actions or statements that put an individual in fear of bodily harm)
- Cyberbullying (misusing technology/social media to harass, tease, threaten, post pictures (sexting))
- Other (describe): \_\_\_\_\_

**Who was involved in the incident?**

- Student
- Employee
- Both student and employee

**Describe the specific nature of the incident. What happened? (*Be as specific as possible*). What did the alleged offender say or do? Include any copies of text messages, emails, etc. if possible.**

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**Names of others who may have witnessed the incident:**

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**Was the student absent from school as a result of the incident?**

- No
- Yes Number of days student was absent: \_\_\_\_\_

**Does the situation continue to occur?**  Yes  No

**What do you think should be done about the situation?**

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**You can contact a school administrator, the Dignity Act Coordinator (HS - Mr. Aman / Elem. – Mrs. Volpicelli), a counselor, or other staff member (whoever you are most comfortable with) for information or assistance at any time.**