

APPENDIX C

Policy 3107.9 – DASA Bullying Prevention and Intervention

VIOLENT AND DISRUPTIVE INCIDENT REPORT (VADIR) FORM

Make additional copies of this form as needed. Do not send copies of this form to SED. Annual summary results for all reportable incidents occurring during the school year, between July 1 and June 30, should be reported on the SED Electronic VADIR System.

SCHOOL NAME _____

DESCRIPTION OF INCIDENT:

- 1. CATEGORY OF INCIDENT** - If the incident involves multiple categories, one category choice is determined by the building official(s)/police handling the matter. The bold characters to the right of each item indicate the sections for annual reporting on the *Summary of Violent and Disruptive Incidents Report* where tallies of the corresponding incidents will be entered. (Check (✓) all columns that apply.) Category definitions are summarized in this document and detailed in the *Glossary of Terms*.

	With Weapon	Without Weapon	Involving Alcohol or Drugs	On School Transportation
1. Homicide (1a): conduct that results in the death of another person.				
2.1 Forcible Sex Offenses (2.1a): involving forcible compulsion.				
2.2 Other Sex Offenses (2.2a): involving inappropriate sexual contact (no forcible compulsion.)				
3. Robbery (3a): forcible stealing of property from a person by threatening the immediate use of physical force.				
4. Assault with Serious Physical Injury (4a): intentionally or recklessly causing physical injury which creates substantial risk of death or serious or protracted disfigurement or protracted impairment of health or protracted loss or impairment of the function of any bodily organ.				
5. Arson (5a): deliberately starting a fire with intent to damage or destroy property.				
6. Kidnapping (6a): to abduct a person or restrain a person with intent to prevent his or her liberation.				
7. Assault with Physical Injury (7a): intentional or reckless act causing impairment of physical condition or substantial pain. (In violation of the school district code of conduct).				
8. Reckless Endangerment (8a): subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious injury but no actual physical injury.				
9. Minor Altercations (9a): involving physical contact and no physical injury.				
10. Intimidation, Harassment, Menacing or Bullying (10a): no physical contact - intentionally placing another person in fear of imminent physical injury. Incidents that do not result in a consequence (j-o) are reported in Item 2 page 3.				
11. Burglary (11a): entering or remaining unlawfully on school property with intent to commit a crime.				
12. Criminal Mischief (12a): Intentional or reckless damaging of school property or the property of another person, including but not limited to vandalism and the defacing of property with graffiti.				

	With Weapon	Without Weapon	Involving Alcohol or Drugs	On School Transportation
13. Larceny, or Other Theft Offenses (13a): unlawful taking and carrying away of personal property with intent to deprive the rightful owner of property. Permanently or unlawfully withholding property from another.				
14. Bomb Threat (14a): a telephoned, written or electronic message that a bomb, explosive or chemical or biological weapon has been or will be placed on school property.				
15. False Alarm (15a): falsely activating a fire alarm or other disaster alarm.				
16. Riot (16a): four or more persons simultaneously engaging in tumultuous and violent conduct and thereby intentionally or recklessly causing or creating a grave risk of physical injury or substantial property damage or causing public alarm.				
*17.1 Weapons Possession: Weapons Confiscated through Routine Security Checks at Building Entrances (17a)				
*17.2 Weapons Possession Only: Weapons Found through other Means (17a) (Incidents where weapons were found other than through a routine security check at a building entrance.)				
18. Use, Possession, or Sale of Drugs Only (18a)				
19. Use, Possession, or Sale of Alcohol Only (19a)				
20. Other Disruptive Incidents (20a): incidents involving disruption to the educational process serious enough to lead to one or more consequences listed in (j-o).				

* For the 2005-06 reporting cycle, the combined totals of 17.1 and 17.2 must be reported in the 2005-06 *VADIR Summary Form*. In 2006-07, however, weapons possession incidents where weapons were confiscated through security checks at the building entrance will be reported separately from other weapons possession incidents.

2. Incident involved intimidation, harassment menacing or bullying of students or staff reported to the school principal or other school administrator responsible for student discipline by any source, such as a staff member, student, parent or other concerned citizen. Incident was not reported in Category 10 and did not result in a disciplinary action listed in the summary form (Columns j-o).

3. DATE AND TIME OF INCIDENT _____

4. LOCATION OF INCIDENT _____

5. INCIDENT OCCURRED (Check one item under each column)

Location

- ____ (a) On school property **4(a)**
 ____ (b) At school-sponsored function
 off school grounds **4(b)**

Time

- ____ (c) During regular school hours **4(c)**
 ____ (d) Before or after regular school hours, or
 on a day when school is not in session.
4(d)

6. INCIDENT WAS (Check all that apply)

- ____ (a) Gang related **4(e)**
 ____ (b) Bias Related **4(f)**

7. VICTIMS (Duplicate this page as necessary)

Enrolled Students 1(e)

	Name	Grade	Age
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

School Personnel 1(f)

1	Name	Position
2		
3		
4		
5		
6		
7		
8		

Others (Include Unknown) 1(g)

1	Name	Position
2		
3		
4		
5		
6		
7		
8		

8. OFFENDERS (Duplicate this page as necessary)

Enrolled Student 1(b)

Name: _____ Grade _____ Age _____

Check all that apply. Report duration in school days. (√) Duration

Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from class or activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

Enrolled Student 1(b)

Name: _____ Grade _____ Age _____

Check all that apply. Report duration in school days. (√) Duration

Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from Class or Activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

Enrolled Student 1(b)

Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from class or activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

Enrolled Student 1(b)

Name: _____ Grade _____ Age _____

Check all that apply. Report duration in school days. (√) Duration

Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from Class or Activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

OFFENDERS (Duplicate this page as necessary) (Continued)

School Personnel 1(c)

Name: _____ Position _____

Check all that apply:

Referred to law enforcement or criminal justice system 3(a)	
Other disciplinary action 3(a)	

School Personnel 1(c)

Name: _____ Position _____

Check all that apply:

Referred to law enforcement or criminal justice system 3(a)	
Other disciplinary action 3(a)	

Other (Include Unknown) 3(b)

Name: _____ Age (if student) ___ Position _____

Check all that apply:

Referred to school of enrollment 3(b)	
Referred to law enforcement or criminal justice 3(b)	
Other disciplinary action (3(b))	

Other (Include Unknown) 3(b)

Name: _____ Age (if student) ___ Position _____

Check all that apply:

Referred to school of enrollment 3(b)	
Referred to law enforcement or criminal justice 3(b)	
Other disciplinary action 3(b)	

9. If the incident involved the use of one or more weapons, indicate the number of weapons used in each weapon type listed below.

- _____ (a) Handguns **5A(1)**
- _____ (b) Rifles/shotguns **5A(2)**
- _____ (c) Other firearms **5A(3)** (specify _____)
- _____ (d) Knives **5A(4)**
- _____ (e) Chemical or Biological Agents **5A(5)**
- _____ (f) Other weapons **5A(6)** (specify: _____)

10. If the incident involved bringing a firearm to or possessing a firearm at a public school, indicate the number of students suspended and the number transferred to alternative education programs.

Discipline	Number of	
	General Education Students	Students with Disabilities
(a)Suspended for one year from the date of suspension (5b)		
(b)Suspension shortened to less than one year (5c)		
(c)How many students reported in Item 10(a) were transferred to an alternative education program? (5d)		
(d)How many students reported in Item 10(b) were transferred to an alternative education program? (5e)		

Report prepared by _____

Date _____

Retain this form in the school. (Do not send to SED).