

Franklin Lakes School District

Incident Report Form

School \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Incident Reported by:** \_\_\_\_\_  
(Circle One: building faculty member      victim      bystander      parent)

**Incident Reported to:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Date and Time incident occurred** \_\_\_\_\_

Is this event (circle one) **one time** or **repeating** event? If repeating, for how long?

\_\_\_\_\_

Note all or perceived characteristics that were or may have been motivational factors in alleged incident

- Race                       Color       Religion                       Ancestry                       National Origin
- Gender                       Sexual Orientation                       Gender Identity and Expression
- Mental or Physical or Sensory Disability                       Other \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Individuals named in event and their roles:

Name	Role

**Does the Incident:**

- 1) Have the effect of insulting or demeaning a student in such a way that it interferes with the orderly operation of the school? Y    N
- 2) Create a hostile educational environment? Y    N
- 3) Interfere with the student’s education by causing pervasive emotional or physical harm? Y    N
- 4) Disrupt or interfere with the rights of other students? Y    N
- 5) Have the intent of harming a student or his/her property or place the student in fear of harm to himself or his property? Y    N

If YES is answered to **any** of these questions, an investigation will be opened.

**If all questions are answered “NO”, no investigation will be opened.**

Instead, the plan of action for dealing with this incident will be:

Person Responsible	Responsibility

