



DETROIT PUBLIC SCHOOLS UNDESIRABLE INCIDENT REPORT

DIRECTIONS

1. All undesirable incidents of a **serious nature** shall be immediately reported by telephone to the DPS Police Department and the Office of Risk Management.
2. Principals or their designee shall follow up any telephone reports with this written report (Form 63) within 24 hours of the incident. All other undesirable incidents shall be reported using this written report within 3 days of the incident.
3. This form (Form 63) shall be used by principals, assistant principals, security officers, and other staff required to make a written report.
4. Any staff other than the principal or designated staff, who makes this report, must give a copy to the school principal or designated staff.
5. If the incident is a mandatory reporting incident the individual making this report shall immediately contact the DPS Police Department. (See attached list for mandatory reporting requirements)
6. **Routing:** Copies of the Form 63 **must** be distributed to the DPS Police Department, Risk Management, and Office of the General Counsel.
7. **Additional Reporting Requirements:** Injuries to Students shall also be reported on the Form 53, Injuries to Staff shall be reported on Form 48, and Damages to or theft of school property must be reported on the Theft and Damage Report Form 446.

School: _____ Assistant Superintendent: _____

Individual Completing this Report: _____
Name Title

Type of Incident: _____

Does this incident appear to be a violation of the Student Code of Conduct? Yes No

If yes, list the class number, and the name of the offense (ex. Level 1 offense, A01 Insubordination):

Date of Incident: _____ Time of Incident: _____ a.m. Or p.m. (circle one)

Location of Incident: (Classroom number, Hallway, Outdoor Grounds, etc) _____

Weapons Used: _____
(Include a detailed description of weapon (s) used. If no weapon was used, indicate "none".)

Has this incident been called into DPS Police? Yes No

If so, name of individual receiving report, if known _____

Is this an incident that must be reported to police? Yes No (See Attached List)

If yes, indicate the name of the police officer taking the report _____

Was a police report prepared? Yes No if yes, indicate the police report number of the report _____

Was the student arrested? Yes No if yes, where was the student taken? _____

Was the student's parent or legal guardian(s) notified of the incident? Yes No

If yes, indicate the date, time and manner of notification _____

PERSON(S) INVOLVED: Please indentify the victim(s) 'V' and alleged attacker(s) 'A' for altercations

(For staff members, use school address, and include birthdate)

Name _____ Position (student, staff, parent, visitor) _____
Address _____ Telephone No. _____
Sex _____ Birthdate _____ Race _____
If student, is he or she receiving special education or Section 504 services? Yes No
Action taken or pending against student _____

Name _____ Position (student, staff, parent, visitor) _____
Address _____ Telephone No. _____
Sex _____ Birthdate _____ Race _____
If student, is he or she receiving special education or Section 504 services? Yes No
Action taken or pending against student _____

(Additional Names With Above Information May Be Attached To This Report, As Necessary)

Date: _____ Signature: _____

WITNESSES:

(For staff members, use school address)

Name _____ Position (student, staff, parent, visitor) _____
Address _____ Telephone No. _____
Sex _____ Birthdate _____ Race _____

Name _____ Position (student, staff, parent, visitor) _____
Address _____ Telephone No. _____
Sex _____ Birthdate _____ Race _____

Name _____ Position (student, staff, parent, visitor) _____
Address _____ Telephone No. _____
Sex _____ Birthdate _____ Race _____

(Additional Names With Above Information May Be Attached To This Report, As Necessary)

SIGNATURE OF INDIVIDUAL COMPLETING REPORT:

Signature Date: _____

DETAILS OF INCIDENT (additional sheets may be attached, as necessary)

Undesirable Incident Report Guidelines

I. Incidents which MUST be reported to DPS Police :

This list also serves as a guideline for the type of incidents that should be immediately reported by telephone to the Detroit Public Schools Police Department

1. **Armed subject or hostage**- This category includes situations in which a student or other individual on school property has a weapon on their person, in a backpack, in a purse, or in any other container carried and /or readily accessible by the student. Also included are situations in which a person is holding another person against his or her will.
2. **Suspected armed subject or hostage** – This category includes situations in which a student or other individual is suspected to have a weapon on their person or in any containers listed above. If a weapon is found, contact the police.
3. **Weapons on school property**- This category includes situations in which a student or other individual is know or suspected to have a weapon in his locker, car, or anywhere else on school property. The term weapon includes: firearms, bombs, silencers, double edged non-folding stabbing instruments, a switchblade, blackjack, slingshot, billy club, bludgeon, metallic knuckles, sand club, sand bag, a laser or stun gun, a gas ejecting device that is not a self-defense spray device, or any other article carried or possessed for use as a weapon, e.g. a tire iron or baseball bat carried for purposes of assault or defense. If a weapon is found, contact the police. State law requires expulsion if a student possesses a dangerous weapon.
4. **Death or Homicide**
5. **Drive-by shootings**
6. **Physical assaults (fighting)** – If any of the following occur during a physical assault, the incident shall be reported to DPS police: (a) the victim alleges injury; (b) there is injury to the victim and/or suspect, which requires medical attention; (c) the suspect used a weapon during the physical assault; or (d) the victim is a member of the school staff. Expulsion is required if a student physically assaults an employee, volunteer ore contractor...
7. **Bomb Threat- If** a bomb threat is received by way of telephone, email, fax, or written notice, the principal's office shall be notified immediately.
8. **Explosion**
9. **Arson** – Arson means the unauthorized starting of a fire, or assisting another in starting a fire with the intent to destroy property. After the initial discovery of any fire in a school building, the teacher and/or principal should complete and immediate site assessment to determine if partial or complete evacuation of the building is necessary. Be aware that fire can spread unseen, and visible signs may be absent. If a student is involved, state law requires expulsion.
10. **Sexual assault-criminal sexual conduct**- Means a violation set forth in the Michigan Penal Code. (MCL 750.520b to MCL 750.520g). It includes sexual penetration or sexual contact that occurs with another person under 13 years of age; or with another person at least 13 but less than 16 years of age under certain circumstances; when the actor knows the victim is mentally or physically incapable or is aided and abetted by 1 or more person; when a weapon is used or an item fashioned into a weapon; when concealment or the element of surprise is used to overcome the victim; when force is used to accomplish the sexual penetration or contact or the actor causes personal injury and force or coercion is used. It is sexual contact with another person at least 13 but less than 16 years of age AND the other person is 5 or more years older. Sexual contact is the intentional touching of intimate parts of the body of another person for a sexual purpose, for revenge, to inflict humiliation or out of anger. When disciplining students age (7) or younger, consider the student's age, ability, intelligence and experience whether the student conducted himself/herself as would be reasonably expected of a child of such age, ability, intelligence and experience and whether the student should be held criminally responsible. If a student commits criminal sexual conduct in a school building, on schools grounds, or any other schools property, the student should be expelled.
11. **Sexual Misconduct**- A student shall not engage in intimate sexual contact with another person, including but not limited to: consensual sexual intercourse, oral sex, or intentional touching of the other person's genitals, groin, inner thigh, buttock, or breast or the clothing covering those areas, other inappropriate behavior of a sexual nature including displays of sexual parts.
12. **Robbery or extortion**- Armed Robbery is the taking of property from a person by force or threat while armed with a weapon or article representing a weapon. Unarmed Robbery is the taking of property from a person by force or threat. Extortion occurs when any person who either orally or by written or printed communication, threatens to accuse

another of any crime/offense, or threatens injury to the person or their property, with intent to extort money/service/goods for any advantage.

13. **Unauthorized removal of a student**
14. **Threat of Suicide-** If a weapon is present during the threat, all guidelines and reporting requirements for armed subject or hostage should be followed. All faculty and staff should be familiar with the Do's and Don'ts Related to Suicidal Threat's contained in Detroit Public Schools' Emergency Operations Plan.
15. **Suicide Attempt-** If a weapon is present, all guidelines and reporting requirements for armed subject or hostage should be followed.
16. **Larceny (theft)-** If the larceny or theft meets any of the following, the incident must be reported to the police: (a) if the loss exceeds \$100.00 in value; (b) if the incident is one of numerous events of minor theft; or (c) if the theft was motivated by hate or is gang related
17. **Intruders-** Anyone who is on school property who is not displaying a required visitor's badge or hall pass should be reported to the principal's office. All intruders on school property should be reported to the DPS Police Department.
18. **Illegal drug use or overdose**
19. **Drug possession or drug sale**
20. **Vandalism or destruction of property-** If the vandalism or destruction of property meets any of the following, the incident must be reported to the police: (a) if the damage is in excess of \$100.00 ;(b) if the incident is one of the numerous events of minor damage; or (c) if the damage was motivated by hate or is gang-related.
21. **Minor in possession of alcohol or tobacco products-** Alcoholic liquor includes any beverage containing .05% or more alcohol by volume. It cannot be possessed by anyone under the age of 21. Beverages with alcohol content less than .05% by volume, such as non-alcoholic beer, cannot be possessed by anyone under the age of 19. It is a misdemeanor for anyone under the age of 18 to possess tobacco products. Tobacco products include cigarettes, cigars, chewing tobacco, tobacco snuff, pipe tobacco, or tobacco in any other form.
22. **Any of the above incidents occurring on a bus and bus accidents-** In the event of a crucial incident during transportation, consider the safety of students and staff as the most important factor.

Bullying and Harassment Reporting

School Responsibilities

1. The school principals and designated administrators within this district shall create environments where the school community upholds the standards of respect and civility and understands that bullying, harassment, and cyber-bullying are inappropriate, harmful and unacceptable.
2. This policy will be distributed annually and will also be included in any student codes of conduct, disciplinary policies, student handbooks, and school websites.
3. All allegations of bullying, harassment, or cyber-bullying shall be reported to the designated school administrator or any school counselor, social worker, staff member, or administrator, either orally or in writing. The system for reporting suspected bullying, harassment, and cyber-bullying must ensure the reporting can be done easily, safely, privately, and confidential.
4. Schools shall maintain written or electronic records regarding all complaints of bullying, harassment, and cyber-bullying, any investigation thereof, and any disciplinary action taken. These records shall be maintained for no less than 7 years.

Please submit all Reports of Bullying and Harassment to the Office of Student Code, Risk Management, and the Office of the General Counsel

Reminder: Please submit copies of all Undesirable Incident Reports to the following Departments;

DPS Police Department: (313) 748-6000 (313) 873-1164(fax)

Office of Risk Management (313) 873-0880 (313) 873-0872(fax)

Office of the General Counsel (313) 873-4528 (313) 873-4564(fax)