

**ROMULUS CENTRAL SCHOOL DISTRICT DIGNITY FOR ALL
STUDENTS (DASA) COMPLAINT FORM (EMPLOYEE)**

If you wish to report an incident or series of incidents of bullying and/or harassment, please complete this form. In addition, we urge you to speak directly with the Building DASA Coordinator/Building Principal as soon as possible so the District can investigate and take appropriate steps to resolve the incident.

(Please see below):

Employee Name: _____

Department: _____

Describe the incident(s). Please include when and where it happened.

List the name(s) of the individual(s) accused of bullying and/or harassment.

Were there any witnesses? YES NO

If yes, please list the names of the Individual(s)

I certify that all statements on this form are accurate and true to the best of my knowledge.

Signature Date

- over -

Please attach any supporting documentation (i.e. copies of emails, notes, photos, etc.) Return this form to:

- District Bullying Prevention Coordinator: Mr. Martin D. Rotz, Superintendent
607-869-5391 ext. 330 mrotz@romuluscsd.org
- School Dignity for All Students (DASA) Coordinator: Mr. Michael Pane
607-869-5391ext 315 mpane@romuluscsd.org
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- Principal: Mr. Christopher Puylara 607-869-5391ext 342 cpuylara@romuluscsd.org
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Note on confidentiality: In order to investigate the complaint, the district will disclose the content of the complaint only to those persons who have a need to know. This form will not be shown to the accused student(s) / staff.