

# Incident Reporting Form

*Dignity for All Students Act at Hastings-on-Hudson*

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It is the policy of the Hastings-on-Hudson UFSD to provide an environment that is free from harassment, bullying, and discrimination for all students. Harassment or discrimination of a student by another student or by school employees on school property or at a school function on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex is expressly prohibited. All school employees are required to report alleged violations verbally within one day and through writing within two days.

This form is broken into two pages. The first page is for the reporter to share information about themselves and the incident. Reporters wishing to remain anonymous may leave Part I blank. Please reach out to school staff if you need support in completing this form. Once completed please return this form to your school's main office.

<b>I.</b>	<b>Reporter's Name</b>	
	<b>Date</b>	
	<b>Address</b>	
	<b>Phone Number</b>	
	<b>Email Address</b>	
	<b>Relationship to Targeted Student</b>	<input type="radio"/> Self <input type="radio"/> Parent <input type="radio"/> Friend / Classmate <input type="radio"/> Relative <input type="radio"/> Teacher / Administrator <input type="radio"/> Other (Explain)
<b>II.</b>	<b>Student Target</b>	
	<b>School and Grade</b>	
	<b>Alleged Aggressor (if known)</b>	
	<b>School and Grade</b>	
	<b>Date and Time of Alleged Incident</b>	
	<b>Building Incident Took Place</b>	
	<b>Description</b>	
	<b>Location Details (Room, Area of Building)</b>	

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<i>Second Page for Office Use Only</i>		
III.	<b>Received By</b>	
	<b>Date Received</b>	
	<b>Date Families Contacted</b>	
	<b>Investigators Involved</b>	
	<b>Summary of Investigation</b> (Notes attached)	
	<b>Determination</b>	<i>Did the investigation verify a material incident of bullying, harassment, and/or discrimination occurred?</i> <input type="radio"/> Yes <input type="radio"/> No
	<b>Justification for Determination</b>	
IV.	<b>Plan to Reduce Hostile Environment</b>	
	<b>Date Families Contacted</b>	
	<b>Date of Follow-Up Review</b>	
	<b>Student Target's Response to Interventions</b>	
	<b>Student Aggressor's Response to Interventions</b>	
	<b>Date Families Contacted</b>	