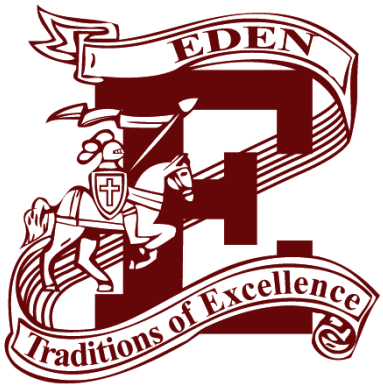

Embrace
Educate
Empower

Eden Central School District is committed to providing a safe, supportive environment free from harassment, bullying and discrimination for all students. The District encourages the involvement of staff, students, parents and community members in the implementation of the Dignity for All Students Act ("DASA") and the expectation that all students be treated with compassion and respect.

If you believe you, or someone else, has been the target of harassment, bullying, cyberbullying, and/or discrimination, you may use this reporting form to alert the building DASA Coordinator.

You may also submit an oral report by contacting a Building Administrator or Dignity Act Coordinator directly.

School/district personnel witnessing an incident or receiving a report of an incident must complete and submit a written report within two (2) school days. *NOTE: School/district personnel must also orally notify the principal, superintendent or their designee no later than one school day after witnessing or receiving a report of an incident.*

All complaints will be treated in a confidential manner. Anonymous reports may limit the district's ability to respond to the complaint. A prompt and thorough investigation will be conducted for all incident reports.

Please complete this form and return it to a school administrator or Dignity Act Coordinator.

I. To be completed by person reporting the incident (or the person receiving the complaint and/or investigating the incident)

School District: _____ **School: _____**

Dignity Act Coordinator:_____ **Position:_____**

Today's date:_____ Name of person reporting incident:_____

Role of person reporting incident (*Check one)*

☐ Student Target ☐ Student (witness) ☐ Parent/Guardian ☐ Staff Member ☐ Other

Phone:_____Email:_____

Name of target: (student being bullied, harassed, or discriminated against)

_____

Names of alleged offender(s):_____

Date(s) and time(s) of Incident(s): _____

What was your involvement in the incident?

☐ I was directly involved in the incident ☐ I observed the incident ☐ I heard about the incident

Where did the incident happen? *(Check all that apply)*

☐ On school property	☐ Cafeteria	☐ On a school bus
☐ Classroom	☐ Gym	☐ Off school property
☐ Hallway	☐ Locker Room	☐ Electronic Communication
☐ Bathroom	☐ At a school function	☐ Other (describe): _____

Type of incident (*Check all that apply)*

☐ Physical contact (kicking, punching, spitting, tripping, pushing, taking belongings)

☐ Verbal threats (gossip, name-calling, put-down, teasing, being mean, taunting, making threats)

☐ Psychological (non-verbal actions, spreading rumors, social exclusion, intimidation)

☐ Abuse (actions or statements that put an individual in fear of bodily harm)

☐ Cyberbullying (misusing technology/social media to harass, tease, threaten, post pictures (sexting))

☐ Other (describe): _____

Who was involved in the incident?

☐ Student ☐ Employee ☐ Both student and employee

Describe that specific nature of the incident. What happened? *(Be as specific as possible)*. What did the alleged offender say or do? Include any copies of the text messages, emails, etc. if possible.

_____
_____
_____

_____
_____

(Add extras pages If needed)

If there were any adults in the area when this happened, what did they do?

_____

_____

_____

Types of bias involved (if known): (*Check all that apply)*

☐ Race	☐ Religion	☐ Sex
☐ Color	☐ Religious practice	☐ Other (describe) _____
☐ Weight/size	☐ Disability	
☐ National origin	☐ Sexual orientation	
☐ Ethnic group	☐ Gender	

Names of others who may have witnessed the incident:

_____

Was the student absent from school as a result of the incident?

☐ No ☐ Yes Number of days student was absent:_____

Does the situation continue to occur? ☐ Yes ☐ No

You can contact the school administrator, Dignity Act Coordinator, counselor, or other staff member (whoever you are most comfortable with) for information or assistance at any time.