East Ramapo Central School District

105 South Madison Avenue105 South Madison Avenue, Spring Valley, NY 10977
A Unified Community Educating the Whole Child …

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Dignity for All Students Act

Responding to Incidents

Bullying, Harassment and Discrimination - *For District/School Files Only*

PART 1. DIGNITY ACT COMPLAINT FORM

A Dignity Act complaint form must be posted on the district website and communicated to parents and students on an annual basis.

To be completed by person reporting the incident (or the person receiving the complaint and/or investigating the incident) and submitted to the Dignity Act Coordinator (DAC).

School District: _____ **School:** _____

Dignity Act Coordinator: _____ **Today's date:** _____

Name and position of person reporting the incident: _____

Role of person reporting incident *(Check one):* ☐ Anonymous report

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

Phone: _____ Email: _____

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

_____

Name(s) of alleged offender(s):_____

Date and time of incident: _____

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

Type of incident *(Check all that apply)*

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

☐	Verbal threats (gossip, name-calling, put-downs, 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? *(Check all that apply)* ☐ Student ☐ Employee ☐ Other: _____

Describe the specific nature of the incident. What happened? *(Be as specific as possible).* **What did the alleged offender say or do? Include any copies of text messages, emails, etc. if possible.** *(Add extra 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	☐ Color	☐ Weight/Size	☐ National origin	☐ Ethnic group
☐ Religion	☐ Religious practice	☐ Disability	☐ Sexual Orientation	☐ Gender
☐ Sex	☐ Other (describe):			

Name(s) 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: _____

Describe the impact this incident has had on the student (target):

_____

_____

Does the situation continue to occur? ☐ Yes ☐ No

What do you think should be done about the situation?

_____

_____