Dignity for All Students Act: Student Reporting Form

Name of Person Submitting Report: ________________________________________________

Date: ____________________________

Position / Role (check the appropriate box):
☐ Parent  ☐ Student  ☐ Faculty/staff  ☐ Witness  ☐ Victim

Address: ________________________________________________

Phone: ______________________________

Did the incidents involve physical contact?  ☐ Yes  ☐ No

Type of Incident:  ☐ Bullying/Cyber bullying  ☐ Discrimination  ☐ Harassment

Target (Victim’s) Name:

Offender’s Name:

Offender’s Name:

When did it happen?

Date ____________________________ Time ____________________________

☐ Before School Hours  ☐ During School Hours

☐ After School Hours  ☐ Online/Phone  ☐ Unsure

Location of Incident:

Description of Incident (use the back of this form if additional space is needed):
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Who has been told about this?
☐ Parent  ☐ BOCES staff  ☐ Family member  ☐ Other (list below)

Names of people to whom this was reported: ______________________________________________________

Has this happened before?  ☐ Yes  ☐ No  If so, have you reported this previously?  ☐ Yes  ☐ No

When ___________________________  To whom __________________________________________

Did the incident involve any bias related to the following?
☐ Race  ☐ Color  ☐ Weight  ☐ National Origin  ☐ Ethnic Group  ☐ Religion
☐ Religious practice  ☐ Disability  ☐ Sexual Orientation  ☐ Gender  ☐ Sex  ☐ Other

Other
Witnesses: ________________________________________________________________________________

Signature of complainant: ___________________________________________________________________

Signature of person receiving complaint: ________________________________________________________

Date: __________________________________

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.

Once completed, this form should be submitted to the student’s principal, or the principal’s supervisor.