

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT  
DIGNITY ACT COMPLAINT FORM**

Name of targeted student: \_\_\_\_\_ Gender: \_\_\_\_\_

who is in grade: \_\_\_\_\_ at \_\_\_\_\_ (school/location)

Date \_\_\_\_\_ and time \_\_\_\_\_ of incident(s)

Place of incident(s):  On school property (including school bus)  
 At a school-sponsored function  
 Off school property

This report is being made due to a(n):

- Employee, who *directly observed* an incident or series of incidents  
Employee's name \_\_\_\_\_ and title \_\_\_\_\_
- Employee, who *was made aware* of an incident or series of incidents  
Employee's name \_\_\_\_\_ and title \_\_\_\_\_
- Parent or community member  
Complainant's name \_\_\_\_\_, relationship to targeted student \_\_\_\_\_  
Telephone and other contact information: \_\_\_\_\_
- Other, name \_\_\_\_\_ relationship to targeted student/district \_\_\_\_\_  
Telephone and other contact information: \_\_\_\_\_

Basis of this complaint/grievance:

_____ Race	_____ Religion	_____ Gender
_____ Ethnic Group	_____ Religious Practice	_____ Sex
_____ National Origin	_____ Disability	_____ Sexual orientation
_____ Color	_____ Weight	
_____ Other / Not sure (Please briefly explain): _____		

Name of offending person(s): \_\_\_\_\_, in grade: \_\_\_\_\_ Gender: \_\_\_\_\_  
\_\_\_\_\_, in grade: \_\_\_\_\_ Gender: \_\_\_\_\_  
or, Employee name: \_\_\_\_\_, Building: \_\_\_\_\_

Incident is a result of:  Student and/or  
 Employee conduct

Description of alleged harassment/bullying/discrimination incident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The incident(s) involved:  Intimidation or abuse, but no verbal threat(s) or physical contact  
 Verbal threat(s) but no physical contact  
 Physical contact but no verbal threat(s)  
 Verbal threat(s) and physical contact

Witnesses, if any, or others with knowledge or information important to this investigation, including contact information for each: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee or Complainant

\_\_\_\_\_  
Date