

Bullying, Harassment or Intimidation Reporting Form

SWBOCES Center for Career Services is committed to providing a safe, supportive environment free from harassment, bullying or discrimination. **The Center for Career Services (CCS)** encourages the involvement of staff, students, parents and community members in the implementation and reinforcement of the Dignity for All Students Act (DASA).

This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close relative of a student victim, or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the Dignity Act Coordinator, Eileen Yip, who will review and respond to each incident. Contact the school for additional information or assistance at any time. This is a confidential record covered under Family Rights & privacy Education Act.

Today's Date: _____

Person Reporting Incident: _____

Telephone: _____ Email: _____

Person reporting incident (check one):

Student Student (witness) Parent/Guardian Staff Member Other:

Name of student victim: _____

Relationship to victim Family Friend Peer Stranger Staff

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

Date(s) and time(s) 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 Bathroom Cafeteria Gym Classroom Hallway Locker Room

At a school function On a school bus Off school property Other: _____

The incident involved (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))

The incident involved:

Student Employee Both student and employee

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.

Types of bias involved (check all that apply)

Race Color Weight/size National Origin Ethnic group Religion Religious practice

Disability Sexual orientation Gender Sexual Content Other

Name of witness, if any: _____

Was the student absent from school as a result of the incident? Yes No