



Superintendent of Schools - Justin Gardner

Dean of Students - Charmaine Flynn

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## INCIDENT REPORTING FORM DIGNITY FOR ALL STUDENTS ACT

It is the Policy of the Willsboro Central School District to provide a school environment that is free from harassment, bullying and discrimination for all students. Harassment or discrimination of a student by another students or by school employees on school property or at a school function on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual or perceived race, is expressly prohibited. If you believe you have been the target of harassment, bullying, cyberbullying and/or discrimination, please use this form to report all allegations.

Person completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Complainant: self/student    staff member    parent    other: \_\_\_\_\_

### Contact information for Person making this complaint:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Complainant/Target(s): \_\_\_\_\_

Name of alleged Offender(s): \_\_\_\_\_

Date and Time of Incident(s): \_\_\_\_\_

What was your involvement in the incident? \_\_\_ was directly involved \_\_\_ saw/observed the incident

### Location of Incident: (check all that apply – identify specific location if possible)

\_\_\_ classroom    \_\_\_ hallway    \_\_\_ restroom    \_\_\_ playground    \_\_\_ locker room    \_\_\_ cafeteria  
\_\_\_ gymnasium    \_\_\_ office    \_\_\_ nurses office    \_\_\_ athletic field    \_\_\_ parking lot    \_\_\_ field trip  
\_\_\_ school sponsored event    \_\_\_ school bus    \_\_\_ on the way to or from home    \_\_\_ internet  
\_\_\_ electronic communication device(s)    \_\_\_ other (please specify)

**Type of Incident (check all that apply) What type of incident occurred?**

\_\_\_ Physical Contact (kicking, punching, spitting, tripping, pushing, taking belongings, hitting, etc.)

\_\_\_ Verbal threats (gossip, name-calling, put-downs, teasing, taunting, threatening, etc.)

\_\_\_ Psychological (non-verbal actions (gestures, notes of threat), spreading rumors, social exclusion, intimidation, etc.)

\_\_\_ 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, etc.)

\_\_\_ Other (please describe): \_\_\_\_\_

**Who was involved in the incident?** \_\_\_ student \_\_\_ employee \_\_\_ both student and employee

\_\_\_ visitor/guest to the school

**Describe what happened** – be as specific as possible – what did the alleged aggressor do or say? Include/attach copies of any documentation or evidence, such as text messages, emails, written statements, photos, etc., if possible:

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**Witnesses?** (who was around or nearby who may be able to provide information)

\_\_\_\_\_  
\_\_\_\_\_

**Identify what characteristics** (actual or perceived) **of the complainant which were to subject of the discriminatory or harassing behavior** (check all that apply):

\_\_\_ race \_\_\_ color \_\_\_ national origin \_\_\_ ethnic group \_\_\_ weight \_\_\_ gender identity/expression  
\_\_\_ gender \_\_\_ sex \_\_\_ sexual orientation \_\_\_ disability \_\_\_ religion \_\_\_ religious practice  
\_\_\_ other (please list and be specific)\_\_\_\_\_

**Was/is the student absent from school as a result of the incident? \_\_\_yes \_\_\_no**

**If the student was absent, do you know how many days the student was absent? \_\_\_\_\_**

**Does this situation continue to occur? \_\_\_yes \_\_\_no**

**What do you think should be done about the situation?**

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**Retaliation or threats of retaliation against any person involved in an investigation of harassment or discrimination including those who initiate the complaint, participate or conduct the investigation or are involved or testify related to the complaint is a violation of the law. If you believe that you have been subjected to retaliation on the basis of your cooperation with the investigation, please notify the building Dignity Act Coordinator:**

**Mrs. Charmaine H. Flynn 518 – 963 – 4456 ex. 205**

**Mr. Andrew Lee 518 – 963 – 4456 ex. 254**