



## Sandy Creek Central School District Harassment, Bullying, Discrimination Reporting Form

Sandy Creek Central School District is committed to providing a safe, supportive environment free from harassment, bullying or discrimination. The District encourages the involvement of staff, students, parents and community members in the implementation and reinforcement of the Dignity for All Students Act (DASA). If you believe you, or someone else, has been the target of harassment, bullying – including cyberbullying – or discrimination, please use this form to report all allegations.

Please complete the form in its entirety, and return to the school administrator or Dignity Act Coordinator. Contact information can be found on the school website. Administration will review and respond to each incident in the context of the student Code of Conduct.

\* All complaints will be treated in a confidential manner. Anonymous reports may limit the District's ability to respond to the complaint.

\*\* False reporting of incidents may result in disciplinary consequences and may be reported to an appropriate law enforcement agency.

Today's Date: \_\_\_\_\_ Name of Person Reporting Incident: \_\_\_\_\_

Person reporting incident is:

Student     Witness     Parent/Guardian     Staff Member     Other

Contact Information: Phone# \_\_\_\_\_ Email \_\_\_\_\_

1. Name of target: \_\_\_\_\_ Grade: \_\_\_\_\_

2. Name of alleged offender(s): \_\_\_\_\_

3. Date(s) and times(s) of incident: \_\_\_\_\_

4. What was your involvement in the incident?

I was directly involved in the incident     I observed the incident     I heard about the incident

5. Incident Occurred:

During regular school hours     Before or after regular school hours

6. The individuals involved:

Student     Employee     Both student and employee

7. Location of incident:

Auditorium     Bus     Girls bathroom     Hallway     Playing Field  
 Boys bathroom     Cafeteria     Girls locker room     Parking lot     Cyber offense  
 Boys locker room     Classroom     Gymnasium     Playground     Other

8. The incident involved (*choose 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])

9. 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.

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10. Type of bias, if any, that was involved (check all that apply):

- |                                     |  |   |   |
|-------------------------------------|--|---|---|
| <input type="checkbox"/> Race       | <input type="checkbox"/> Weight/Size     | <input type="checkbox"/> Religion           | <input type="checkbox"/> Sex                |
| <input type="checkbox"/> Color      | <input type="checkbox"/> National origin | <input type="checkbox"/> Religious Practice | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Ethnic Group    | <input type="checkbox"/> Gender             |   |

11. Name of witness(es), if any \_\_\_\_\_

12. Did a physical injury result from this incident? (*Indicate one of the following*):

- No     Yes, but it did not require medical attention     Yes, and it required medical attention

13. Was the victim absent from school as a result of the incident?  Yes     No

14. Is there any additional information you would like to provide?

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I swear or affirm that this complaint is true and correct to the best of my knowledge, information and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Action/Notes:

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You can contact the school administrator, Dignity Act Coordinator, counselor, or other staff member (whoever you are most comfortable with) for information or assistance at any time.