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.

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

   - Race
   - Weight/Size
   - Religion
   - Sex
   - Color
   - National origin
   - Religious Practice
   - Sexual Orientation
   - Disability
   - Ethnic Group
   - 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?

   

   

   

   

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:

   

   

   

   

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.