



INCIDENT REPORTING FORM

DIGNITY FOR ALL STUDENTS ACT

It is the Policy of the Mayfield 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 student or by school employees on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex is expressly prohibited. If you believe you, or someone else, has been the target of harassment, bullying, cyber-bullying and/or discrimination, please use this form to report all allegations.

Today's Date	
Person completing this form	
Role of person reporting incident	<input type="checkbox"/> Anonymous report <input type="checkbox"/> Student target <input type="checkbox"/> Student (witness) <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Staff Member <input type="checkbox"/> Other _____
Address	
Phone Number	
Email	

Name of Target: _____

(Student being bullied, harassed or discriminated against)

Name(s) of Offender(s): _____

Date of Incident(s): _____ **Time 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)*

<input type="checkbox"/> On school property	<input type="checkbox"/> Off school Property	<input type="checkbox"/> On a school bus	<input type="checkbox"/> Hallway/ Stairs	<input type="checkbox"/> Bathroom
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gym	<input type="checkbox"/> Locker Room	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> At a school function
<input type="checkbox"/> Electronic Communication:		<input type="checkbox"/> Other (describe):		

Type of Incident (Check all that apply)

- ☐ 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 (describe): _____

Who was involved in the incident?

- ☐ Student
- ☐ Employee
- ☐ Other _____

Describe what happened- (be as specific as possible) - what did the alleged offender do or say? Include/attach copies of any documentation or evidence, such as text messages, e-mails, written statements, photos, etc., if possible. If you need more space please attach additional pages.

If there were any adults in the area when this happened, what did they do?

Name(s) of others who many have witnessed the incident.

Types of bias involved (if known): (Check all that apply)

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> Weight/ Size	<input type="checkbox"/> National origin	<input type="checkbox"/> Ethnic Group
<input type="checkbox"/> Religion	<input type="checkbox"/> Religious practice	<input type="checkbox"/> Disability	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender
<input type="checkbox"/> Sex	<input type="checkbox"/> Other (Describe):			

Was/Is the student absent from school as a result of the incident?

- ☐ Yes, number of days absent _____
- ☐ No

Describe the impact this incident has had on the student (target):

Does the situation continue to occur?

- ☐ Yes
☐ No

What do you think should be done about the situation?

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's Dignity Act Coordinator(s):

Stephany Kennedy, Elementary School, kennedy.stephany@mayfieldcsd.org, (518)661-8251
Angeline Conte, Jr/Sr High School, conte.angeline@mayfieldcsd.org, (518)661-8214
Taylor VanSlyke, Jr/Sr High School, vanslyke.taylor@mayfieldcsd.org, (518)661-8215