

**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 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 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.

Person completing this form: _____ **Date:** _____

Relationship to Complainant:

Student Staff Member Parent Administrator Other _____

Contact information for Person making this complaint:

Address: _____

Phone: _____ E-mail: _____

Name of Complainant/Target(s): _____

Name of alleged Offender(s) _____

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

If multiple dates and times, list all.

What was your involvement in the incident?

I was directly involved I saw/observed the incident I heard about the incident

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

Classroom _____ Hallway/Stairs _____ Restroom _____

Playground _____ Locker Room _____ Cafeteria _____

Gymnasium _____ Office _____ Health Office _____

Athletic Field _____ Parking Lot _____ Field Trip _____

School Sponsored Event _____ Other: _____

School Bus on the way to school on the way home from school

Internet _____ Electronic Communication (text/IM/Phone/etc.) _____

Type of Incident (check all that apply)

What was your involvement in the incident?

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 Both student and employee Visitor/Guest to 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, e-mails, written statements, photos, etc., if possible: _____

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

Identify what characteristics [actual or perceived] of the complainant which were the 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): _____

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

- No Yes Number of days absent: _____

Does this situation continue to occur? No Yes

Any known prior documented incidents by alleged aggressor? Yes No

If yes, have incidents involved the Target identified above? 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:

- Elementary School: Principal Dr. Patricia Paser, paser.patricia@mayfieldcsd.org, 518-661-8222, Option 3
- High School: Principal Matthew Morgan, morgan.matthew@mayfieldcsd.org, 518-661-8222, Option 2
- District-Wide: Executive Principal John Bishop, bishop.john@mayfieldcsd.org, 518-661-8222, Option 3