

Dignity for All Students Act

Bullying, Harassment and Discrimination Complaint Form

The purpose of this form is to inform the district of an incident, or series of incidents, of bullying and/or harassment so we can investigate and take appropriate steps.

PLEASE RETURN COMPLETED FORM TO THE FOLLOWING DIGNITY COORDINATOR

Elementary School: Mrs. Tracy Musso

High School: Mr. Kim Brown

Today's date: _____

Person filling out this form:

- Student (Grade _____)
- Parent/Guardian
- Staff Member
- Community Member

Contact Information of person filling out this form:

Name: _____

Phone Numbers: (Home) _____ (Cell) _____ (Work) _____

Incident Information

The basis of the actual perceived bullying, harassment, or discrimination is:

- Race
- Color
- National Origin
- Ethnic Group
- Other
- Religion
- Religious Practice
- Disability
- Gender
- Sexual Orientation
- Sex
- Weight

Name(s) of individual(s) involved: _____

Is the person(s) involved a (check all that apply)

- Student
- Employee

Description of alleged bullying, harassment and discrimination:

- Date(s) of the alleged incident(s): _____
- Where did the incident(s) take place? _____

- Explain what happened (use additional paper if necessary and attach any supporting documentation (copies of emails, notes, photos, etc.): _____

- Were there any witnesses? _____ YES _____ NO
If YES, please list names(s) of individuals: _____

- Has the incident been previously reported? _____ YES _____ NO
If YES, when and to whom? _____

I certify that all statements on this form are accurate and true to the best of my knowledge.

Signature: _____ Date: _____

(For Office Use Only)

Person(s) investigating the incident:

Name: _____ **Title:** _____

Name: _____ **Title:** _____

Describe, in detail, how the investigation was handled

What is the result of the investigation?

- o Unfounded

Explain why the incident was unfounded: _____

If founded, indicate type:

- o Harassment
- o Bullying
- o Discrimination
- o Cyberbullying

Where did the incident occur?

- o On school property
- o At a school-sponsored function off school grounds
- o Off school grounds but is causing issues in school

What type of behavior did the incident include?

- o Intimidation or abuse but no verbal threat or physical contact
- o Verbal threat but no physical contact
- o Physical contact but no verbal threat
- o Both verbal threat and physical contact

Corrective action that was taken:

Provide copies of documentation pertaining to corrective action (Referrals, counseling notes, etc.)

Parent(s) contacted: _____

Date: _____

Signature of staff member completing this form: _____

Date: _____

Once this form is complete, a copy must go to the appropriate Dignity Coordinator

Elementary – Mrs. Musso

Secondary – Mr. Brown