

Edwards-Knox Central School
Dignity for All Students Incident Reporting Form

Edwards-Knox Central School District is committed to providing a safe, supportive environment free from harassment, bullying and discrimination for all students. 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 feel you or someone else has been the target of harassment, bullying, cyber-bullying, and/or discrimination, please use this form to report all allegations.

All complaints will be treated in a confidential manner. Anonymous reports may limit our ability to respond to the complaint. A prompt and thorough investigation will be conducted for all incident reports.

School personnel witnessing an incident or receiving a report of an incident must:

- *Notify a DASA Coordinator or Administrator orally no later than one school day*
- *Submit this written report within two school days*

Today's Date: _____ Name of person reporting incident: _____

Role of person reporting incident (check one)

- Student Target Student witness Parent/Guardian Staff Member
 Other _____

Phone: _____ Email: _____

Name of target: (student being bullied, harassed, or discriminated against): _____

Name(s) of alleged offender(s): _____

Date(s) and time(s) of incident(s): _____

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)

- On school property Cafeteria On the school bus
 Classroom Gym Off school property
 Hallway Locker Room Electronic Communication
 Bathroom At school function Other (describe): _____

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Type of incident (check 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))
- Other (describe) _____

Who was involved in the incident?

- Student
- Employee
- Both student and employee

Describe the specific nature of 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.

(Add extra pages if needed)

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

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

- Race Religion Sex Color
- Religious Practice Weight/Size Disability National Origin
- Ethnic Group Gender Other (describe)_____

Names of others who may have witnessed the incident:

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

- No Yes Number of days student was absent: _____

Does the situation continue to occur? Yes No

What do you think should be done about the situation?

You can contact a Dignity Act Coordinator, counselor or a school administrator (whoever you are most comfortable with) for information or assistance at any time. The current Dignity Act Coordinator is:

Sherry White: 315-562-8132 x25519

Edwards-Knox Central School
Dignity for All Students Interview Form

Student Account of Incident

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Signature of student completing form

Date