



Fort Plain Central School District

Dignity for All Students Reporting Form
Bullying, Harassment and Discrimination - For District/School Files Only

Today's date: _____ **Name of person reporting the incident:** _____

Role of person reporting incident: (*Check one*)

- ☐ Student Target ☐ Student(witness) ☐ Parent/Guardian ☐ Staff member
☐ Anonymous report ☐ Other: _____

Phone: _____ **Email:** _____

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

Name of alleged offender(s):

Date and times 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*)

- ☐ On school property ☐ Cafeteria ☐ On a school bus ☐ Classroom
☐ Off school property ☐ Gym ☐ Hallway ☐ Locker Room
☐ Electronic Communication ☐ Bathroom ☐ School function ☐ Other (describe):

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 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.

(Add extra pages if necessary)

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

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

☐ Race ☐ Religion ☐ Sex ☐ National Origin ☐ Color
☐ Religious Practice ☐ Weight/size ☐ Disability ☐ Sexual Orientation ☐ Gender
☐ Ethnic Group ☐ 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: _____)

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?

Has an incident with the same person been reported before? _____

If yes, when? To whom? _____

What was the resolution? _____

*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.*

Dignity for All Students Act: Definitions and Examples

Bullying has been described by the U.S. Department of Education as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

According to the U.S. Department of Education, bullying generally involves the following characteristics:

An Imbalance of Power: Children who bully use their power, such as physical strength, access to embarrassing information or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

The Intent to Cause Harm: The person bullying has a goal to cause harm.

Repetition: Bullying behaviors generally happen more than once or have the potential to happen more than once.

Examples of bullying include, but are not limited to:

Verbal: Name-calling, teasing, inappropriate sexual comments, taunting and threatening to cause harm.

Social: Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public.

Physical: Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things and making mean or rude hand gestures.

Cyberbullying has been described by the U.S. Department of Education as bullying that occurs through the use of electronic technology, such as cell phones, computers, and tablets. It can also involve the use of communication tools, such as social media sites, text messages, chat and websites.

Examples of cyberbullying include, but are not limited to:

Sending hurtful, rude, or mean text messages or e-mails to others.

Spreading rumors or lies about others by text message or e-mail or posting on social networking sites.

Creating or sharing pictures, websites, videos or social media profiles, including fake profiles that embarrass, humiliate, or make fun of others.

Cyberbullying is different from face-to-face bullying because messages, videos, pictures and/or images can, among other things, be:

Sent 24 hours a day, 7 days a week, 365 days a year.

Distributed quickly to a very wide audience.

Sent anonymously.

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs. Discrimination can involve a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Examples: *Threatening someone because of their race, not allowing someone to participate in an activity because of their disability.*

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Examples: *Threats or implied threats, asking new members to wear embarrassing or humiliating attire, daring someone to do something inappropriate.*

Harassment means the creation of a hostile environment by conduct or by verbal threats, intimidation, or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or

her physical safety; such conduct, verbal threats, intimidation, or abuse includes, but is not limited to, verbal threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law §11[7]).

Examples: Physically taunting, hitting, or touching a person so that they feel uncomfortable.

FPSD DASA Coordinators

- **Harry Hoag Elementary School:** Principal Amy Bartholomew, 993-4000 # 3072
- **Fort Plain Junior/Senior High School:** Principal Katrina Canallatos, 993-4000 #2124
- **District-wide Coordinator:** Principal Katrina Canallatos, 993-4000, #2124