

DISCRIMINATION, HARASSMENT AND/OR BULLYING COMPLAINT FORM

(Return this form to the designated Dignity Act Coordinator listed below)

Jefferson Elementary: Lisa Young/Joby Gifford
(518) 355-1342 ext. 5080

Middle School: Julie Umar
(518) 355-6255 ext. 2003

High School: Nicole Martyn
(518) 355-6110 ext. 3039

The purpose of this form is to inform the district of an incident or series of incidents of discrimination, harassment and/or bullying so we can investigate and take appropriate action. If you feel unsafe, or if your child feels unsafe, fill out this form, and we urge you to speak directly with one of our Dignity Act Coordinators by either visiting the school office or calling your building Dignity Act Coordinator as soon as possible so we can address your concerns.

Complainant Name _____ **Date** _____

Circle one: Staff Student Parent Other _____

Victim Name (if not the complainant): _____ **Grade:** _____

Date(s) of Incident: _____

List the name(s) and grade(s) of the individual(s) accused of bullying and/or harassment.

Where did the incident happen: (Choose all that apply)

- On School Property On a School Bus Technology (Social Media, Cell Phone, Computer etc.)
- On the way to/from school At a school sponsored activity or event off school property (specify below)
- Other _____

Please check the statement(s) that best describe what happened: (Choose all that apply)

- Any bullying, cyberbullying, harassment, or intimidation that involves physical aggression.
- Getting another person to hit or harm the student
- Teasing, name calling, making critical remarks, or threatening, in person or by other means.
- Demeaning and making the targeted student(s) the victim of jokes
- Making rude and/or threatening gestures
- History of excluding or rejecting the student
- Intimidating (Bullying), extorting or exploiting
- Spreading harmful rumors or gossip
- Electronic Communication (Please Specify) _____
- Other (Please Specify) _____

Were there any witnesses? Yes No **If yes, please list the individuals.**

Please describe any issues you have had with the student(s) in the past.

Note on Confidentiality: In order to investigate the complaint, the district will disclose the content of the complaint only to those persons who have a need to know. This form will not be shown to the accused student(s)/staff.

