



**Western Suffolk BOCES Incident Reporting Form
(For District/School Files Only)**

To be completed by the person reporting the incident (or the person receiving the complaint and/or investigating the incident). Contact the school administrator, Dignity Act Coordinator, counselor, or other staff member (whichever you are comfortable with) for information or assistance at any time.

Today's Date: _____ **School:** _____

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: _____

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)

- | | | |
|---|---|---|
| <input type="checkbox"/> On school property | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> On a school bus |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Gym | <input type="checkbox"/> Off school property |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Locker Room | <input type="checkbox"/> Electronic Communication |
| <input type="checkbox"/> Bathroom | <input type="checkbox"/> At a 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 needed)*

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

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Color | <input type="checkbox"/> Religious practice | <input type="checkbox"/> Other (describe)_____ |
| <input type="checkbox"/> Weight/size | <input type="checkbox"/> Disability | <input type="checkbox"/> Ethnic group |
| <input type="checkbox"/> National origin | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Gender |

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

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

Signature: _____ **Date:** _____

Please attach any supporting documentation (i.e., copies of emails, notes, photos, etc.). Return this form to the building principal, the principal’s designee, Dignity Act Coordination Team member or the Dignity Act Coordinator for the school at which the incident occurred or where you or the alleged student target attends or to the District-Wide Coordinator (the names of these individuals are available on the District’s website). Contact any of these individuals, a guidance counselor, or any other District staff member, for information or assistance regarding this report at any time. Western Suffolk BOCES will not release details of a complaint or the identity of the complainant (or the alleged student target) or the individual against whom a complaint is filed to any third party who does not need to know this information. To conduct a prompt and thorough investigation and/or to take necessary action to resolve the complaint, WSBOCES retains the right to disclose information regarding the complaint in appropriate circumstances to individuals with a need to know.

Updated: October 2024