



Long Lake Central School Harassment, Bullying, Discrimination Reporting Form

Long Lake Central School District is committed to providing a safe, supportive environment free from harassment, bullying or discrimination. 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 believe you, or someone else, has been the target of harassment, bullying—including cyberbullying—or discrimination, please use this form to report all allegations.

You can complete this form online and it will automatically be directed to the school administrator. Or, you can complete this form and return it to the school administrator or Dignity Act Coordinator. Administration will review and respond to each incident in the context of the District's Code of Conduct.

**All complaints will be treated in a confidential manner. Anonymous reports may limit the District's ability to respond to the complaint.*

***False reporting of incidents may result in disciplinary consequences and may be reported to an appropriate law enforcement agency.*

****Any reports made during summer months will be addressed as the administrator is available.*

Today's date _____

Person reporting incident name _____

Person reporting incident (check one)

☐ Student ☐ Student (witness) ☐ Parent/Guardian ☐ Staff Member ☐ Other

Phone _____ **Email** _____

Name of target _____ **School target attending** _____

Relationship to target ☐ Family ☐ Friend ☐ Peer ☐ Stranger ☐ Staff

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)

☐ On school property (☐ Classroom ☐ Hallway ☐ Bathroom ☐ Cafeteria ☐ Gym ☐ Locker Room

☐ Other) ☐ At a school function ☐ On a school bus ☐ Off school property

The incident involved (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 (nonverbal 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))

The incident involved

☐ 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.

Types of bias involved (check all that apply)

☐ Race ☐ Color ☐ Weight/size ☐ National origin ☐ Ethnic group ☐ Religion

☐ Religious practice ☐ Disability ☐ Sexual orientation ☐ Gender ☐ Sex ☐ Other _____

Name of witness, if any _____

Was the student absent from school as a result of the incident? o No o Yes _____ Days

*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.
If additional space is needed, please attach additional sheets.*