

Reporter's Information	
Today's Date:	Dignity Act Coordinator: Erica Meyers
Name of Person Reporting the Incident:	
Position of the Person Reporting the Incident:	
☐ Student Target ☐ Student Witness ☐ Parent/Guardian ☐ Staff Member ☐ Other _____	
What was your involvement in the incident?	
☐ I was directly involved ☐ I observed the incident ☐ I heard about the incident	

Incident											
Name of Target: (student being bullied, harassed, or discriminated against)											
Name of Offender:											
Who was involved in the incident? (Check all that apply)											
<table border="1"> <tr> <td>☐ Student</td> <td>☐ Employee</td> <td>☐ Other _____</td> </tr> </table>				☐ Student	☐ Employee	☐ Other _____					
☐ Student	☐ Employee	☐ Other _____									
Where did the incident happen? (Check all that apply)											
<table border="1"> <tr> <td>☐ On school Property</td> <td>☐ At a school function</td> <td>☐ On a school bus</td> <td>☐ Off of school property</td> </tr> <tr> <td>☐ Electronic Communication</td> <td>☐ School bathroom</td> <td>☐ Other</td> <td> </td> </tr> </table>				☐ On school Property	☐ At a school function	☐ On a school bus	☐ Off of school property	☐ Electronic Communication	☐ School bathroom	☐ Other	
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☐ Electronic Communication	☐ School bathroom	☐ Other									

Incident Details Continued

Were there any witnesses? ____ Yes ____ No

If yes, please list names:

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 statement that put an individual in fear of bodily harm)
 - ☐ Cyberbullying (misusing technology/social media to harass, tease, threaten, post pictures (sexting))
 - ☐ Other (describe)
- _____

Describe the specific nature of the incident. What happened? What did the alleged offender say or do? (Be specific as possible and include any copies of messages, emails etc.)

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

You may contact the school administrator or Dignity Act Coordinator, counselor, SRO, or other staff member (whoever you are most comfortable with) for information or assistance.

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

Signature and Date

For Office Use Only

Date Form Received: _____Date of Investigation: _____Date Completed:_____

Investigation Completed by: _____

Comments:

Incident Founded

Incident Not Founded