The Dignity Act Reporting Form

A student, parent/guardian or staff member may file a complaint of harassment, discrimination, intimidation, or bullying of a student pursuant to The Dignity Act regulations and school policy. This report includes the information necessary to conduct a thorough investigation of the alleged offense and take appropriate action. You may choose to report this information anonymously. All complaints will be treated in a confidential manner. Anonymous reports may limit the school’s ability to respond to the report.

Name of person reporting the incident: ____________________________________________

Today’s date ________________________________________________________________

Role of person reporting incident (Check one):

☐ Student Target ☐ Staff Member
☐ Student Witness ☐ Anonymous
☐ Parent/Guardian ☐ Other

Phone Number: __________________________ Email: ___________________________

Name of Target (student being bullied or harassed): ______________________________

Name(s) of alleged offender(s): ________________________________________________

Date and time 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

Name(s) of others who may have witnessed the incident:

___________________________________________________________________________
Where did the incident happen? (Check all that apply)

- Classroom
- Cafeteria
- Gym
- Art
- Music
- Computer Lab
- Bus
- Hallway
- Bathroom
- Playground
- Other: __________________________

Type of Incident: (Check all that apply)

- Physical contact (kicking, hitting, pushing, punching, tripping, spitting)
- Verbal (gossip, name-calling, put-downs, teasing, being mean, making threats)
- Psychological (spreading rumors, intimidation, social exclusion)
- Cyberbullying (misusing technology/social media to harass, tease, threaten)
- Other (describe):

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 or emails.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Type of bias involved (if known):

- Race
- Color
- Weight
- Religion
- Disability
- Gender
- Sex
- Ethnicity
- Other: __________________________

Was the student absent from school as a result of the incident? ________________________

✓ If YES, how many days? ______