

Schuylerville Middle School

Harassment/Discrimination Complaint Form

A student, parent/guardian, or staff member may file a complaint of harassment, discrimination, intimidation, or bullying of a student, pursuant to DASA regulations and school policy. This report includes the information necessary to conduct a thorough investigation of the alleged offense and take appropriate corrective action. Complaints and complaint forms should be submitted to one of the Dignity Act Coordinators: Mrs. Maddie Wright, Assistant Principal, or Mrs. Erin Welch, School Counselor.

_____ Written report - Created by: _____ (Student, Parent, Staff Member)

_____ Oral report - Received/Written by: _____ (Administrator)

Date Filed: _____ Reporter's Name: _____

Reporter's Role: _____ student _____ parent _____ staff member _____ other (Specify)

Victim's Name: _____ Grade _____

Summarize the incident(s) or occurrence(s) as accurately as possible. Attach additional sheets if necessary. Attach any evidence of harassment or bullying (i.e. letters, photos, provide cell phone texts, Facebook messaging/wall print outs, etc.):

Date/Time of incident: _____

Location of Incident: _____

Name(s) of witnesses: _____

Have you reported this to anyone else? _____ No _____ Yes; who/when: _____

Is this the first time this has happened? _____ Yes _____ No
If No, how many times has this happened before: _____

Please add any other information about previous incidents or threats:

Signature of Person Completing Form: _____ Date _____

