

**Chenango Forks Central School District
Bullying Incident Reporting Form**

Directions: The Chenango Forks School District is committed to providing a safe environment to all members of our community. Despite our best intentions, incidents between students do occur at times. If you wish to report an incident, complete this form and return it to the building Dignity Act Coordinator. Feel free to contact the Dignity Act Coordinator for additional information or assistance at any time. This form can be completed anonymously by omitting the signature and name. Every reported act of bullying will be investigated. Parents of targets and aggressors will be contacted in cases of confirmed bullying.

Bullying (defined): "Bullying" is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others. Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

Person Reporting Incident (if known): **Anonymous**

Name: _____ Phone Number: _____

E-mail address (if preferred method of communication): _____

Student Targeted Student (witness/bystander) Parent/Guardian Adult Relative Faculty/Staff Member Unknown

How Was The Report Received?

In person Via E-mail Telephone/voice mail Submitted via web-site Letter Other

Date of Report: _____ **Date/Time of Incident(s):** _____

Name of Student Targeted: _____ **Age:** _____ **Grade:** _____ **School:** _____

Name(s) of Alleged Aggressor(s) (if known): _____ **Age:** _____ **Grade:** _____ **School:** _____

Names of Witnesses (if known): _____

Location of Bullying Incident:

On school property On a school bus (bus/route number) _____ Online/Via technology _____

At a school sponsored activity or event off school property On the way to/from school Other _____

Exact Location of Incident(s): _____

What best describes the form of bullying that took place? (choose all that apply)

Teasing Theft Hitting/Pushing Damaging Property Intimidation Sexual Harassment Stalking

Threatening Grabbing Spreading Rumors or Gossip Excluding or Rejection Making Inappropriate Gestures

Cyber-bullying Insults or Name Calling Other _____

Did a physical injury result from this incident?

No Yes, but it did not require medical attention Yes, and it required medical attention

Briefly Describe Injury: _____

What did the aggressor(s) say or do? (be specific)

Have there been similar bullying incidents involving the aggressor and targeted student in the past?
 No Yes (briefly describe) _____

If the bullying involved electronic communications, is documentation available?
 No Yes (form of documentation) _____

Was personal property stolen or damaged as a result of this incident? {describe item(s)}
 Stolen Damaged _____
 Stolen Damaged _____
 Stolen Damaged _____

**List additional items on a separate page

Is there any additional information you would like to provide?

Signature of Reporting Person: _____ **Date:** _____

Administrative Action Taken:

Date: _____

Please submit this completed form to the appropriate Dignity Act Coordinator listed below. Completed forms can be saved to your computer and then emailed to the Dignity Act Coordinator, or printed and delivered to the school building or district office.

Chenango Forks School District Dignity Act Coordinators

- Chenango Forks Elementary; Catherine Kacyvenski (607) 648-7580 kacyvenskic@cforks.org**
- Chenango Forks Middle School; Andrew Rullo (607) 648-7576 rulloa@cforks.org**
- Chenango Forks High School; Tim Simonds (607) 648-7544 simondst@cforks.org**
- Chenango Forks District; Rick Borchardt (607) 648-7584 borchardtr@cforks.org**

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.
 Do not file in the cumulative record.