



HARASSMENT, DISCRIMINATION OR BULLYING INCIDENT REPORT FORM

The Putnam/Northern Westchester BOCES Code of Conduct states that: "The BOCES has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. Accordingly, the BOCES condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression), or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline."

Putnam/Northern Westchester BOCES take these behaviors very seriously and they are not tolerated. It is important to report harassment, intimidation or bullying to Dignity Act Coordinator or Building Principal.

DIRECTIONS: Initial reporting can be done verbally or written

Today's Date: _____ Name of School: _____

Person Reporting the Incident: _____ or Anonymous

Student Parent/Guardian School Staff Member Other _____

Phone # _____ Email address: _____

Date and time that the incident happened: _____

Has this particular incident been reported before by you? Yes No Don't Know

Where did the incident happen?

On school property On a school bus On the way to or from school

At a school sponsored activity off school property: _____

Other(please describe): _____

Names of all people involved:

Briefly describe the incident:

Coordinators: Michael Sellet – 914-248-2457, Gary Mancus – 914-248-2438, Gerry Battista – 914-248-2220 or 3866,
Michael Sowul – 914-248-2272, Bob Kelderhouse – 914-248-2252, Fred Santoli – 914-248-3641,
Dorna Schroeter – 914-248-2335, Mike Skerritt – 914-248-2306, Mark Endres – 914-248-3683

**Please return completed form to Dignity Act Coordinator or School Principal
You May Be Contacted for Additional Information**