

**Harassment, Bullying, Discrimination Reporting Form**

Troy Prep is committed to providing a safe, supportive environment free from harassment, bullying or discrimination. The District encourages the involvement of staff, students, parents and community members in the implementation and of the Dignity for All Students Act (DASA). If you believe you, or someone else, has been reinforcement the target of harassment, bullying—including cyberbullying—or discrimination, please use this form to report all allegations.

Please print this form or acquire a copy from the staff room and return the hard copy to your **Director of Operations**.

The school’s administration will review and respond to each incident in the context of the student Code of Conduct, as well as complete a thorough investigation to gather all appropriate information from necessary parties.

**Please note:**

- All complaints will be treated in a confidential manner, but you are required to include certain information for sake of thoroughness. Anonymous reports may limit the school’s ability to respond to the complaint.
- False reporting of the incidents may result in disciplinary consequences and could be reported to appropriate law enforcement agency.
- Reports made during school breaks or summer will be addressed promptly, but adherent to school leader availability.

**Details of Incident**

Today’s Date		
Person Reporting Incident (Print)		
Person Reporting Incident Role (Please check the appropriate box)	<input type="checkbox"/> Staff Member	
	<input type="checkbox"/> Student	
	<input type="checkbox"/> Parent/Guardian	
	<input type="checkbox"/> Other	
Phone Number		
Email Address		
Name of Target		
Relationship to target (teacher, leader, counselor, friend, family member, stranger, peer, other)		
Name(s) of alleged offender(s)		
Date(s) and time(s) of incident		
What was your involvement in the incident (i.e. were you directly involved, observer of incident, recipient of secondhand information, or other)		



**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, emails, etc. if possible. Be specific.**

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**Was any bias involved? Please check all that apply.**

- Race  Color  Weight/size  National origin  Ethnic group  Religion  Religious practice
- Disability  Sexual orientation  Gender  Sex  Other (please describe)\_\_\_\_\_

**Witness Information**

Please list names of all witnesses:

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*You can contact the school administrator, Dignity Act Coordinator, counselor, or a leader you feel comfortable speaking with at any time regarding this incident, how to report the incident, or any other questions.*