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 (including witnesses):

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<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
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Briefly describe the incident:


*Please return completed form to Dignity Act Coordinator or School Principal You May Be Contacted for Additional Information* Revised September 12, 2019