

REGULATION

2019

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Students

SUBJECT: DIGNITY FOR ALL STUDENTS

The District has established procedures to help create an environment free from harassment, bullying, and discrimination; to foster civility; and to prevent conduct that is inconsistent with its educational mission.

Definitions

For purposes of this regulation and Policy #7550, the following definitions apply:

- 1) "Sexual orientation" means actual or perceived heterosexuality, homosexuality, or bisexuality;
- 2) "Gender" means actual or perceived sex and includes a person's gender identity or expression;
- 3) "Discrimination" means the practice of conferring to or denying privileges against any student by one or more students or employees based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex while on school property or at a school function;
- 4) "Harassment" and "bullying" mean the creation of a hostile environment by conduct, or by verbal or non-verbal threats, intimidation, or abuse, including cyberbullying, that:
 - a. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or
 - b. Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
 - c. Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
 - d. Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

Acts of harassment and bullying include, but are not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

- 5) "Cyberbullying" means harassment or bullying that occurs through any form of electronic communication.

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SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)

- 6) "Material incident of harassment, bullying, or discrimination" means a single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying, or discrimination by a student or employee on school property or at a school function. In addition, this term includes a verified incident or series of related incidents of harassment, bullying, or discrimination that occur off school property, where the incident or incidents: create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property; and that is, or are the subject of a written or oral complaint to the Superintendent, principal, Dignity Act Coordinator (DAC) or their designee, or other school employee. This conduct includes, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Internal Reports and Investigations of Harassment, Bullying, or Discrimination

Students who have been subjected to harassment, bullying, or discrimination, parents or persons in parental relation whose children have been subjected to this behavior, or other students who observe or are told of this behavior, are encouraged and expected to make verbal or written reports to the Superintendent, DAC, or other District personnel. All District staff who become aware of an incident of harassment, bullying, or discrimination must orally report it within one school day to the Superintendent, DAC, or designee, and report it in writing within two school days thereafter.

The Superintendent, DAC, or their designee will timely document and investigate all reports of harassment, bullying, or discrimination. The Dignity Act Coordinator or other investigator may seek the assistance of the District's Civil Rights Compliance Officer in investigating, responding to, and remedying complaints of harassment, bullying, or discrimination.

In the event an investigation verifies that harassment, bullying, or discrimination occurred, the District will take prompt action reasonably calculated to end it, to eliminate any hostile environment, to create a more positive school culture and climate, to prevent recurrence of the behavior, and to ensure the safety of the student or students against whom the harassment, bullying, or discrimination was directed.

Reporting Incidents

At least once during each school year, the Superintendent will be provided a report with information related to harassment, bullying, and discrimination incidents. This report will be submitted in a manner prescribed by the District, and will be used to submit the annual School Safety and the Educational Climate (SSEC) Summary Data Collection form to the State Education Department (SED).

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SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)

Each year, the District will complete and submit its SSEC Summary Data Collection form to SED in the manner and within the timeframe specified by the Commissioner. The SSEC form encompasses data related to material incidents of harassment, bullying, and discrimination under the Dignity for All Students Act as well as information regarding violent and disruptive reporting (VADIR).

Material incidents of harassment, bullying, or discrimination include incidents that:

- 1) Are the result of the investigation of a written or oral complaint made to the Superintendent, DAC, designee, other school administrator responsible for school discipline, or to any other school employee; or
- 2) Are otherwise directly observed by the Superintendent, DAC, designee administrator, or by any other employee regardless of whether a complaint is made.

The annual report will also include information describing the specific nature of the incident, including, but not limited to:

- 1) The type(s) of bias involved (actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, sex, or other). The District will report all types of bias involved, including those described in multiple categories;
- 2) Whether the incident resulted from student or employee conduct;
- 3) Whether the incident involved physical contact or verbal threats, intimidation or abuse; and
- 4) The location where the incident occurred (on school property at a school function, or off school property).

NOTE: Refer also to Regulations #3420R -- Non-Discrimination and Anti-Harassment in the District
#3420F -- Complaint Form
#5670R -- Records Management
#7550R.1 -- Strategies to Prevent Harassment, Bullying, and Discrimination
District Code of Conduct

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Students

SUBJECT: STRATEGIES TO PREVENT HARASSMENT, BULLYING, AND DISCRIMINATION

The District is committed to preventing harassment, bullying, and discrimination in all its forms, including, but not limited to, hazing. Where appropriate, the District will make use of some or all of the following strategies and training classes to prevent the harassment, bullying, and discrimination of its students:

- 1) Publicize rules against harassment, bullying, and discrimination, and post them school-wide, accompanied by a range of possible sanctions. (Note: Sanctions for these acts are also to be addressed in the District *Code of Conduct*.)
- 2) Use student and adult mentors to assist victims and individuals who engage in harassment, bullying, and/or discrimination, thereby building self-esteem and fostering mutual understanding of, and appreciation for, differences in others.
- 3) Develop a buddy system that pairs students with a particular friend or older buddy with whom they share class schedule information and plans for the school day and on whom they can depend for help.
- 4) Provide an on-campus parents' center that recruits, coordinates, and encourages parents to take part in the educational process, to volunteer and to assist in school activities and projects.
- 5) Add adult classes in parenting skills and student classes in anger management, assertiveness training, and behavior modification training.
- 6) Disseminate the District *Code of Conduct* to teachers, students, and parents as mandated by law and regulation.
- 7) Emphasize remedial actions that stress appropriate behavior instead of reprimands that focus on punishing wrong behavior.
- 8) Build friendship groups that support children who are regularly harassed, bullied, or discriminated against by peers.
- 9) Create peer mediation programs and teen courts to train students to mediate problems among themselves.
- 10) Make available conflict and dispute resolution curricula, in an age-appropriate manner, at designated grade levels.
- 11) Increase staff supervision in areas such as hallways, cafeterias, playgrounds and athletic playing fields, locker rooms, buses, as well as at school sponsored events—whether on or off campus—in order to reduce the opportunity for bullying behavior by students.

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Students

**SUBJECT: STRATEGIES TO PREVENT HARASSMENT, BULLYING, AND
DISCRIMINATION (Cont'd.)**

- 12) Involve school counselors or mental-health professionals where appropriate.
- 13) Involve community members in the District's anti-bullying activities (e.g., convene meetings with leaders of the community to discuss the District's anti-bullying program, involve media to help publicize the District's anti-bullying prevention and intervention activities, and engage community members as appropriate in the development of school-community activities to promote anti-bullying behavior).

NOTE: Refer also to Regulations #3420R -- Non-Discrimination and Anti-Harassment in the
School District
#7550R -- Dignity for All Students
District Code of Conduct

NORTH GREENBUSH COMMON SCHOOL DISTRICT

HARASSMENT AND/OR BULLYING COMPLAINT FORM

Please use this form to report incidents of bullying which you believe are occurring in our school. The information you share will NOT be shared with other students. By helping us know what to look for, adults can be "assigned" to places where bullying occurs and reduce the chances that bullying will happen.

Please check, where applicable:

I am a student _____ Parent _____
Employee _____ Position _____ Other _____
Name: _____

Relationship to Target:

I am the target of the alleged harassment Yes _____ No _____
I am the parent of the target Yes _____ No _____
Other (Please Describe your relationship to the target) _____

Source of Information Reported

I received a report of harassment/bullying or discrimination Yes _____ No _____

Report made by: _____

I observed harassment/bullying or discrimination Yes _____ No _____

Other: _____

Name of Target(s) of alleged bullying, harassment: _____

Name(s) of alleged aggressor(s) _____

In my opinion, the student named above was targeted because of his/her actual or perceived (check those that apply):

Race _____ Color _____

Weight _____ National Origin _____

Ethnic Group _____ Religion _____

Disability _____ Sexual Orientation _____

Religious Practice _____

Gender _____ (identity or expression) Sex _____

None of the above: _____ Please explain: _____

NORTH GREENBUSH COMMON SCHOOL DISTRICT

Date(s) of Incident(s):

Incident (1)	Date: _____	Approximate time _____
	Location _____	Potential Witnesses: _____
Incident (2)	Date: _____	Approximate time _____
	Location _____	Potential Witnesses: _____
Incident (3)	Date: _____	Approximate time _____
	Location _____	Potential Witnesses: _____

Please describe where the incident occurred and in your own words describe to the best of your ability what you observed for each incident listed. (Please number the incidents as you describe them provide as many details as you can recall and be as specific as possible including the names of all persons who participated in the alleged harassment):

Cyberbullying

If the harassment involved the use of any electronic communications, please answer the questions below: How did you become aware of the electronic communication?

Date and Time: _____ Sent By: _____
 Other Recipients: _____

If available please provide the link(s) to the page or forward a copy of the message you received to:

sshields@northgreenbushcommon.org
 or
kcoughlin@northgreenbushcommon.org

If you have any additional information you believe may be relevant to our investigation, please advise: _____

ACKNOWLEDGEMENT

To the best of my knowledge, all of the information I have reported here is accurate and true.

Signature _____

Date _____

NORTH GREENBUSH COMMON SCHOOL DISTRICT

If you have additional information and would like to speak with a member of our investigation team please check, as applicable:

Yes _____ I would like to be contacted by a Dignity Act Coordinator or an Administrator.

If you are not a student, please include a phone number where you can be reached.

THANK YOU FOR YOUR TIME AND COOPERATION IN COMPLETING THIS REPORT

For Administrative Use Only

Form submitted to: _____ Position: _____

Date Received: _____

Original Adoption Date: 2019

1st Revision Date: October 18, 2023

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**NORTH GREENBUSH COMMON SCHOOL DISTRICT
DIGNITY ACT COMPLAINT FORM**

Name of targeted student: _____, [] Male [] Female,
who is in grade: _____ at _____ (school/location)

Date _____ and time _____ of incident(s)

Place of incident(s): [] On school property (including school bus)
[] At a school sponsored function off school grounds
[] Off school grounds

This report results from a(n):

- [] Employee, who *directly observed* an incident or series of incidents
Employee's name _____ and title _____
- [] Employee, who *was made aware* of an incident or series of incidents
Employee's name _____ and title _____
- [] Parent or community member
Complainant's name _____, relationship to targeted student _____
Telephone and other contact information: _____
- [] Other, name _____ relationship to targeted student/district _____
Telephone and other contact information: _____

Basis of this complaint/grievance:

_____ Race	_____ Religion	_____ Gender (including identity or expression)
_____ Ethnic Group	_____ Religious Practice	_____ Sex
_____ National Origin	_____ Disability	_____ Sexual orientation
_____ Color	_____ Weight	
_____ Other/Not sure (Explain): _____		

Name of alleged offender(s): _____, in grade: _____ [] Male [] Female
_____, in grade: _____ [] Male [] Female

Incident is a result of: [] Student and/or
[] Employee conduct

Description of alleged harassment/bullying/discrimination incident(s): _____

The incident(s) involved: [] Intimidation or abuse, but no verbal threat(s) or physical contact
[] Verbal threat(s) but no physical contact
[] Physical contact but no verbal threat(s)
[] Verbal threat(s) and physical contact

Witnesses, or others with knowledge or information important to this investigation, including contact information for each: _____

Signature of Employee or Complainant

Date