

Washington-Saratoga-Warren-Hamilton-Essex BOCES

Initial Report Form for Alleged Bullying, Harassment & Discrimination

Name of Person making the complaint: _____ Date of incident: _____

Please check one: Student: ___ Teacher: ___ Other: _____ School or Dept. _____

Name(s) of witnesses _____

Statement of Complainant: Describe your complaint – i.e. why you feel you have been discriminated against in as much detail as possible. Include names, dates witnesses, etc. Use additional sheets if necessary.

Solution Requested by Complainant:

Signature of individual who completed this form: _____ Date: _____

Building Principal: _____ Date: _____

Building DASA Coordinator: _____ Date: _____

Complete this report within 2 school days following the verbal report to the DASA Coordinator

Please forward this form to your building DASA Coordinator. They will be in contact with you for more details within two days.

Copies of this form may be obtained in the Main Office, Guidance Office, DASA Coordinators Office or Skills/Support Room of your building.

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its programs and activities, including employment and admission as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Civil Rights Compliance Officers are: Turina Parker and Ronald Black, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828, phone: (518) 746-3310, email: tuparker@wswhoboces.org or rblack@wswhoboces.org. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005- 2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov