



Enlarged City School District

## Dignity for All Students Act

### What is the Intent of The Dignity Act?

The goal of The Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed.

### What does The Dignity Act say?

No student shall be subjected to harassment or discrimination by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex.

### The Dignity for All Students Act Effective July 1, 2012 (Chapter 482 Laws of 2010)

**Curriculum:** Curriculum must include instruction that supports the development of a school environment free of discrimination and harassment

**Code of Conduct:** The Code of Conduct must be amended to include provisions prohibiting discrimination and harassment against any student by employees or students, and provisions for responding to such acts.

**Reporting:** Material incidents of discrimination and/or harassment on school grounds or at a school function must be reported to NYSED annually.

**Dignity Act Coordinator:** At least one staff member **at every school** must be designated and trained to handle human relations in the areas of: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

**Employee Training:** Employees must receive annual training to raise awareness and sensitivity to potential acts of discrimination and/or harassment and to enable employees to prevent and respond to incidents of discrimination and harassment.



### Amendment to the Dignity Act, Effective July 1, 2013 (Chapter 102 Laws of 2012)

*The following provisions are in addition to the original Dignity Act.*

**Cyberbullying:** Cyberbullying will be defined as harassment or bullying by any form of electronic communication, and include incidents occurring off school property that create or would foreseeably create a risk of substantial disruption within the school environment.

Includes electronic communication which:

- 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.
- Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.
- Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student
- 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.

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## Amendment to the Dignity Act cont.

**Reports of Harassment, Bullying and Discrimination:** The principal, superintendent, or designee must be charged with receiving reports.

**Investigation of Reports:** The principal, superintendent, or designee must lead or supervise the prompt and thorough investigation of reports.

**Response to Verified Reports:** The school must take prompt actions reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile environment, and ensure the safety of the student(s) toward whom harassment, bullying or discrimination was directed.

**Employee Reporting:** School employees who witness or receive a report of harassment, bullying, or discrimination must **notify** the principal, superintendent or designee **within one school day** after witnessing the incident or receiving the report and must file a **written report within two school days** thereafter.

**Notification of Law Enforcement:** The Principal, Superintendent or designee will be required to notify appropriate local law enforcement when they believe that any harassment, bullying or discrimination constitutes criminal conduct.

**Curriculum:** Curriculum must include instruction in safe and responsible use of the Internet and electronic communications and emphasize discouraging acts of harassment, bullying and discrimination.

**Guidance and Educational Materials:** The State Education Department will provide guidance and educational materials, including best practices in addressing cyberbullying, and best practices in helping families and communities to work cooperatively with schools in addressing cyberbullying.

Amendment taking effect January 1, 2014:

**Professional Certification:** Professionals applying for certificate or license, including but not limited to classroom teachers, school counselors, school psychologists, school social workers, school administrators or supervisors, and superintendents of schools, must complete 6 hours of training by a NYS Education Department approved trainer on the social patterns of harassment, bullying and discrimination, identification and mitigation of harassment, bullying and discrimination, and strategies for effectively addressing exclusion, bias and aggression in educational settings.

Adapted from New York's Dignity for All Students Act updated brochure, June 2013.



## School Building Information

### Contact information for Dignity Act Coordinator:

Assistant Superintendent, Judi Riley, 607-758-4100, [jriley@cortlandschools.org](mailto:jriley@cortlandschools.org)  
Director of Athl. & PE, Tim Wagoner, 607-758-4110, [twagoner@cortlandschools.org](mailto:twagoner@cortlandschools.org)  
High School Principal, Joe Mack, 607-758-4110, [jcmack@cortlandschools.org](mailto:jcmack@cortlandschools.org)  
7-8 Principal, Kevin Cafararo, 607-758-4110, [kcafararo@cortlandschools.org](mailto:kcafararo@cortlandschools.org)  
9-10 Principal, Abe Brafman, 607-758-4110, [abrafman@cortlandschools.org](mailto:abrafman@cortlandschools.org)  
11-12 Principal, John Zarcone, 607-758-4110, [jzarcone@cortlandschools.org](mailto:jzarcone@cortlandschools.org)  
Barry Principal, Doug Pasquerella, 607-758-4150, [dpasquerella@cortlandschools.org](mailto:dpasquerella@cortlandschools.org)  
Parker Principal, Josh Bacigalupi, 607-758-4160, [jbacigalupi@cortlandschools.org](mailto:jbacigalupi@cortlandschools.org)  
Randall Principal, Cliff Kostuk, 607-758-4170, [ckostuk@cortlandschools.org](mailto:ckostuk@cortlandschools.org)  
Smith Principal, Angela Wanish, 607-758-4180, [awanish@cortlandschools.org](mailto:awanish@cortlandschools.org)

### How to report for your school building:

1. Complete Harassment or Intimidation Form located on district website under parent resources: Forms Central  
[www.cortlandschools.org](http://www.cortlandschools.org)
2. Request a meeting with your child's teacher, principal or other school personnel.
3. Report through stop bullying on-line located at the district website:



### Reporting an incident of bullying / harassment according to Dignity Law:

1. Students who have been bullied, parents whose children have been bullied or other students who observe bullying should make verbal/written complaint to teacher, coach, counselor, or building administrator.
2. As soon as possible, but no later than 3 working days following receipt of complaint, incident should be investigated in a confidential manner and resolved.
3. If investigation warrants, prompt corrective action should be taken in accordance with code of conduct.
4. Continue follow up with students involved to assure bullying has stopped.

### Websites for additional information:

[www.stopbullying.gov](http://www.stopbullying.gov) - Federal government website managed by Department of Health and Human Services includes up to date information on Bullying and cyberbullying, resources, games and videos for kids, and more.

[www.pacer.org/bullying](http://www.pacer.org/bullying) - National Bullying Prevention Center provides resources, classroom activities, videos, stories and news.

[www.nobullying.com](http://www.nobullying.com) - Information for teens, parents, teachers including facts and statistics, stories, resources and information on cyber safety.

For more information on the Dignity for All Students Act, contact Penny Williams or Kathy Miller in Youth Development, OCM BOCES at (315) 433-2609.

## Youth Development News

Instructional Support • Onondaga-Cortland-Madison BOCES

OCMBOCES  
Committed to Your Success



## HARASSMENT OR INTIMIDATION (BULLYING) REPORTING FORM

Directions: Harassment and intimidation (bullying) are serious and will not be tolerated. This is a form to report alleged harassment and intimidation (bullying) that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged harassment or intimidation (bullying), complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

Harassment and bullying shall mean the creation of a hostile environment by conduct or by 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 shall include, but not be 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. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. Cyberbullying" shall mean harassment or bullying as defined above where such harassment or bullying occurs through any form of electronic communication

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year  
School System: \_\_\_\_\_

### PERSON REPORTING INCIDENT

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Place an X in the appropriate box: ☐ Student ☐ Parent/guardian ☐ Close adult relative ☐ School Staff

1. Name of student victim: \_\_\_\_\_ Age: \_\_\_\_\_  
(Please print)

2. Name(s) of alleged offender(s) (If known): (Please print)	Age	School (if known)	Is he/she a student?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. On what date(s) did the incident happen?:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year Month Day Year Month Day Year

4. Where did the incident happen (choose all that apply)?

- ☐ On school property ☐ At a school-sponsored activity or event off school property  
☐ On a school bus ☐ On the way to/from school\*

5. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- ☐ Hitting, kicking, shoving, spitting, hair pulling, or throwing something  
☐ Getting another person to hit or harm the student  
☐ Teasing, name-calling, making critical remarks, or threatening, in person or by other means  
☐ Demeaning and making the victim of jokes  
☐ Making rude and/or threatening gestures

- ☐ Excluding or rejecting the student
- ☐ Intimidating (bullying), extorting, or exploiting
- ☐ Spreading harmful rumors or gossip
- ☐ Other (specify) \_\_\_\_\_

6. What did the alleged offender(s) say or do?

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(Attach a separate sheet if necessary)

7. What are the circumstances under which this (bullying) occurred?

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(Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Place an **X** next to one of the following:

- ☐ No                      ☐ Yes, but it did not require medical attention                      ☐ Yes, and it required medical attention

9. If there was a physical injury, do you think there will be permanent effects? ☐ Yes ☐ No

10. Was the student victim absent from school as a result of the incident? ☐ Yes ☐ No  
If yes, how many days was the student victim absent from school as a result of the incident? \_\_\_\_\_

11. Is there any additional information you would like to provide?

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(Attach a separate sheet if necessary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Use:  
What response/action was taken in regard to this matter?

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.