

NOTICE OF
STUDENT HARASSMENT AND BULLYING PREVENTION
AND INTERVENTION

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupt the operation of the schools. Such behavior affects not only the students who are its targets but also those individuals who participate and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events. Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds, such as cyberbullying, which creates or can be reasonably expected to create a material and substantial interference with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited, and may be subject to disciplinary consequences.

This entire policy can be accessed on the Lake Placid Central School website

http://boardpolicyonline.com/?b=lake_placid_central

**LAKE PLACID CENTRAL SCHOOL DISTRICT
HARASSMENT AND/OR BULLYING COMPLAINT FORM**

The purpose of this form is to inform the Lake Placid Central School District of an incident or series of incidents of bullying and/or harassment so we can investigate and take appropriate steps. **If you feel unsafe, or if your child feels that way, fill out this form, but we urge you to speak directly with the Dignity Act Coordinator* by either visiting the room listed below or calling the number listed below as soon as possible so we can address your concerns.**

Student Name: _____ Student ID: _____
Grade: _____ School Building: _____

Describe the incident(s). Please include when and where it happened.

List the name(s) of the individual(s) accused of bullying and/or harassment.

Were there any witnesses? ___ Yes ___ No
If yes, please list the names of the individual(s).

Type of Resolution: Informal _____ Formal Investigation _____

I certify that all the statements on this form are accurate and true to the best of my knowledge.

Signature Date

Dignity Act Coordinators:

LPMS/HS	Constance Hammaker	523-2474 Ext. 4018; Counseling Suite
LPES	Mel Frazer	523-3640 Ext. 4504; Room 209

Please attach any supporting documentation (i.e., copies of emails, notes, photos, etc.). Return this form to your building principal at:

Lake Placid Elementary School
318 Old Military Road
Lake Placid, NY 12946

Lake Placid M/H School
34 School Street
Lake Placid, NY 12946

Note on confidentiality:

In order to investigate the complaint, the district will disclose the content of the complaint only to those persons who have a need to know. This form will not be shown to the accused student(s)/staff.

Summary of Investigation and Resolution Procedures

1- At the Building level the Principal, DAC, or designee will do the following:

- Begin investigation within 3 days of receiving the form.
- Interview all potential witnesses and participants and review any documentation.
- Allow alleged perpetrator to respond, and provide potential intervention information.
- Determine appropriate accommodations (if any) needed for complainant (see list above).
- Communicate with parents and other adults as appropriate.
- Determine informal or disciplinary resolution (see list above) as appropriate.
- Report in writing on outcome and action taken to both accused and target.
- For more serious cases refer to the Superintendent, attorneys, and/or law enforcement.
- Refer any appeals to the Board of Education.

2- At the District level the Superintendent or designee will do the following:

- Initiate investigation within three days of receiving complaining or referral
- In cases where bullying and harassment have occurred, take appropriate corrective action.
- Apply appropriate remediation, penalty, or disciplinary consequence (see above)
- Inform all parties of outcome within 30 days.
- Refer any appeals to the Board of Education.

3- At the Board level the President of the Board of Education or designee will do the following:

- Review all information from the Principal and Superintendent
- Provide a hearing within 15 days of receiving the complaint
- Render a decision within 15 days of the hearing
- Apply appropriate remediation, penalty, or disciplinary consequence (see above)

4- At every level, district personnel should act to prevent retaliation against any participants in the investigation, including alleged targets and perpetrators. Persons who retaliate are subject to immediate disciplinary action.