

## SAMPLE for District Adaptation

***NOTE: This form is being provided for informational purposes only and is intended to be illustrative rather than exhaustive. Districts, BOCES, and charter schools are advised to consult with their attorneys regarding the implementation of the Dignity Act.***

\_\_\_\_\_ District is committed to providing a safe, supportive environment free from harassment, bullying and discrimination for all students. The District encourages the involvement of staff, students, parents and community members in the implementation and reinforcement of the Dignity for All Students Act (“DASA”).

If you believe you, or someone else, has been the target of harassment, bullying, cyber-bullying, and/or discrimination, please use this form to report all allegations.

School/district personnel witnessing an incident or receiving a report of an incident must complete and submit this written report within two (2) school days. *NOTE: School/district personnel must also orally notify the principal, superintendent or their designee no later than one school day after witnessing or receiving a report of an incident.*

All complaints will be treated in a confidential manner. Anonymous reports may limit the district’s ability to respond to the complaint. A prompt and thorough investigation will be conducted for all incident reports.

Please complete this form and return it to a school administrator or Dignity Act Coordinator.

### SAMPLE DASA Incident Reporting Form (For District/School Files Only)

**I. To be completed by person reporting the incident (or the person receiving the complaint and/or investigating the incident)**

**School District:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Dignity Act Coordinator:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Today’s date:** \_\_\_\_\_ **Name of person reporting incident:** \_\_\_\_\_

**Role of person reporting incident (Check one)**

Student Target    Student (witness)    Parent/Guardian    Staff Member    Other \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of target: (student being bullied, harassed, or discriminated against)**

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**Name(s) of alleged offender(s):** \_\_\_\_\_

**Date(s) and time(s) of incident(s):** \_\_\_\_\_

**What was your involvement in the incident?**

- I was directly involved in the incident    I observed the incident    I heard about the incident

**Where did the incident happen? (Check all that apply)**

- |                                             |                                               |                                                   |
|---------------------------------------------|-----------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> On school property | <input type="checkbox"/> Cafeteria            | <input type="checkbox"/> On a school bus          |
| <input type="checkbox"/> Classroom          | <input type="checkbox"/> Gym                  | <input type="checkbox"/> Off school property      |
| <input type="checkbox"/> Hallway            | <input type="checkbox"/> Locker Room          | <input type="checkbox"/> Electronic Communication |
| <input type="checkbox"/> Bathroom           | <input type="checkbox"/> At a school function | <input type="checkbox"/> Other (describe): _____  |

**Type of incident (Check all that apply)**

- Physical contact (kicking, punching, spitting, tripping, pushing, taking belongings)
- Verbal threats (gossip, name-calling, put-downs, teasing, being mean, taunting, making threats)
- Psychological (non-verbal actions, spreading rumors, social exclusion, intimidation)
- Abuse (actions or statements that put an individual in fear of bodily harm)
- Cyberbullying (misusing technology/social media to harass, tease, threaten, post pictures (sexting))
- Other (describe): \_\_\_\_\_

**Who was involved in the incident?**

- Student    Employee    Both student and employee

**Describe the specific nature of the incident. What happened? (Be as specific as possible). What did the alleged offender say or do? Include any copies of text messages, emails, etc. if possible.**

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(Add extra pages if needed)

**If there were any adults in the area when this happened, what did they do?**

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**Types of bias involved (if known):** *(Check all that apply)*

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|------------------------------------------|---------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Race            | <input type="checkbox"/> Religion           | <input type="checkbox"/> Sex                       |
| <input type="checkbox"/> Color           | <input type="checkbox"/> Religious practice | <input type="checkbox"/> Other<br>(describe) _____ |
| <input type="checkbox"/> Weight/size     | <input type="checkbox"/> Disability         |                                                    |
| <input type="checkbox"/> National origin | <input type="checkbox"/> Sexual orientation |                                                    |
| <input type="checkbox"/> Ethnic group    | <input type="checkbox"/> Gender             |                                                    |

**Names of others who may have witnessed the incident:**

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**Was the student absent from school as a result of the incident?**

No       Yes      Number of days student was absent: \_\_\_\_\_

**Does the situation continue to occur?**    Yes    No

**What do you think should be done about the situation?**

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**You can contact the school administrator, Dignity Act Coordinator, counselor, or other staff member (whoever you are most comfortable with) for information or assistance at any time.**

**FOR SCHOOL LEADERS OR DESIGNEE ONLY**

**II. The following section is for documenting the school’s investigation to be completed by the school leader and/or designee (i.e. Dignity Act Coordinator)**

**Results of Investigation (include summary of information gathered from interviews):**

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*(Add extra pages if needed)*

**Did the investigation verify that a material incident of bullying, harassment, and/or discrimination occurred?**  Yes  No

**If no, why?**

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**Description of plan to eliminate bullying and reduce the hostile environment:**

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**Contact with parents/guardians of target – date:** \_\_\_\_\_

**Contact with parents/guardians of aggressor(s) – date:** \_\_\_\_\_

**Contact with law enforcement – date:** \_\_\_\_\_

**Results:**

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**Remediation:** *(Check all that apply)*

- Education
- Counseling
- Disciplinary *(Code of Conduct application)* \_\_\_\_\_
- Restorative Justice or other program  
*(describe)* \_\_\_\_\_
- Law Enforcement
- Other *(describe)* \_\_\_\_\_

**Who needs to be informed about the plan (respect confidentiality)?** *Check all that apply.*

- Students
- Administration
- Parents
- School staff
- Other \_\_\_\_\_

**Follow up review of plan (is plan working?) in \_\_\_\_\_ weeks**

**Target's response to plan to determine effectiveness:**

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**Additional plan revisions and comments, if needed:**

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Keep this report on file to calculate yearly data reported to New York State Education Department.