Dignity for All Students Act (DASA) Incident Reporting Form

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

Today's date: _____ Name of School: _____

Name of person reporting incident: _____

Role of person reporting incident (Check one)

‘ 6WXGHQW WDUJHW ‘ 6WXGHQW ZLWQHVV ‘ 3DUHQW *XDUGLD

3KRQH

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

Name(s) of alleged offender(s): _____

Date(s) and time(s) of incident(s): _____

What was your involvement in the incident?

‘ , ZDV GLUHFWO\ LQYROYHG ‘ , KHDUG

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

‘ 2Q VFKRRO SURSHUW\ ‘ 2Q D VFKRRO EXV

‘ &ODVVURRP ‘ *\P ‘ 2II VFKRRO SURSHUW\

‘ +DOOZD\ ‘ /RFNHU URRP ‘ (OHFWURQLF FRPPXQLFDWLRQ

‘ %DWKURRP ‘ $W D VFKRRO IXQFWLRQ ‘ 2WKHU

Type of incident (Check all that apply)

‘ 3K\VLFDO FRQWDFW NLFNLQJ SXQFKLQJ VSLWWLQJ WULSSLQJ S

‘ 9HUEDO WKUHDWV JRVVLS QDPH FDOOLQJ SXW GRZQV WHDVLQJ

‘ 3V\FKRORJLFDO QRQ YHUEDO DFWLRQV VSUHDGLQJ UXPRUV VRF

‘ $EXVH DFWLRQV RU VWDWHPHQWV WKDW SXW DQ LQGLYLGXDO LQ

‘ &\EHUEXOO\LQJ PLVXVLQJ WHFKQRORJ\ VRFLDO PHGLD WR KDUDV

‘ 2WKHU

Who was involved in the incident?

‘ 6WXGHQW ‘ (PSOR\HH ‘ %RWK VWXGHQW DQG HPSOR\HH

'HVFULEH WKH VSHFL¿F QDWXUH RI WKH LQFLGHQW :KDW KDSSHQHG
alleged offender say or do? Include any copies of text messages, emails, etc. if possible.

B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B

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(add extra pages if needed)

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

B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B

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

‘ 5DFH ‘ 5HOLJLRQ ‘ 6H[

‘ &RORU ‘ 5HOLJLRXV SUDFWLFH ‘ 2WKHU B GHVFULEH B B B B B B B

‘ :HLJKW VL]H ‘ 'LVDELOLW\

‘ 1DWLRQDO RULJLQ ‘ 6H[XDO RULHQWDWLRQ

‘ (WKQLF JURXS ‘ *HQGHU

Names of others who may have witnessed the incident:

B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B

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

‘ 1R ‘ <HV 1XPEHU RI GD\V VWXGHQW ZDV DEVHQW B B B B B B B B B B B B B B B B

'RHV WKH VLWXDWLRQ FRQWLQXH RU WR RFFXU" ‘ <HV ‘ 1R

What do you think should be done about the situation?

B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B

B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B

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Please return the completed from to Dignity Act Coordinator or School Principal.

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.

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Dignity for All Students Act (DASA) Incident Reporting Form

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)

Dignity Act Coordinator: ______________________________ Position: ________________________________

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

B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B

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(add extra pages if needed)

Did the investigation verify that a material incident of bullying, harassment, and/or discrimination occurred? ‘ < H V ‘ 1 R

If no, why?

B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B

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

B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B

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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:

B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B

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Remediation: (Check all that apply)

‘ (GXFDWLRQ

‘ &RXQVHOLQJ

‘ 'LVFLSOLQDU\ &RGH RI &RQGXFW DSSOLFDWLRQ B B B B B B B B B B B B B B B B

‘ 5HVWRUDWLYH -XVWLFH RU RWKHU SURJUDP
(describe) B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B

‘ /DZ (QIRUFHPHQW

‘ 2WKHU (describe) B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B

:KR QHHGV WR EH LQIRUPHG DERXW WKH (Check all that apply) FW FRQ¿GHQW