

**Plainedge School District- Dignity for All Students Act (DASA)
Responding to Incidents: Bullying, Harassment and/or Discrimination**

DASA Complaint Form

To be completed by the person reporting the incident (or the person receiving the complaint and/or investigating the incident) and submitted to the School Administration or the Dignity Act Coordinator for your School).

Building/School:

Date:

Name of person reporting incident:

Role of person reporting incident (*Check One*)

<input type="checkbox"/>	Anonymous	<input type="checkbox"/>	Student Witness
<input type="checkbox"/>	Student Target	<input type="checkbox"/>	Staff Member
<input type="checkbox"/>	Parent/Guardian	<input type="checkbox"/>	Other
Phone:		Email:	

Name of target:

Name(s) of alleged offender(s):

Date and time of incident:

What was your involvement in the incident?

<input type="checkbox"/>	Directly involved.
<input type="checkbox"/>	Observed the incident.
<input type="checkbox"/>	I heard about the incident.

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

<input type="checkbox"/>	School Property	<input type="checkbox"/>	Cafeteria	<input type="checkbox"/>	Hallway
<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Gym	<input type="checkbox"/>	On a School Bus
<input type="checkbox"/>	Bathroom	<input type="checkbox"/>	At a School Function	<input type="checkbox"/>	Locker Room
<input type="checkbox"/>	Off School Property	<input type="checkbox"/>	Electronic	<input type="checkbox"/>	Other

What type of incident occurred? (Check all that apply)

<input type="checkbox"/>	Physical Contact (Kicking, punching, tripping, pushing, taking belongings)
<input type="checkbox"/>	Verbal Threats (gossip, name-calling, put-downs, teasing, being mean, taunting, making threats)
<input type="checkbox"/>	Psychological (non-verbal actions, spreading rumors, social exclusion, intimidation)
<input type="checkbox"/>	Abuse (Actions or statements that put an individual in fear of bodily harm)
<input type="checkbox"/>	Cyberbullying (Misusing technology/social media to harass, tease, threaten, post pictures)
<input type="checkbox"/>	Other (describe)

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. (Attach notes)

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

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

<input type="checkbox"/>	Race	<input type="checkbox"/>	Color	<input type="checkbox"/>	Weight/Size
<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Ethnic Group	<input type="checkbox"/>	Religion
<input type="checkbox"/>	Religious Practice	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Gender	<input type="checkbox"/>	Sex	<input type="checkbox"/>	Other

Name(s) of others who may have witnessed the incident:

Was the student absent from school as a result of the incident? ___ No ___ Yes, # of days student was absent ___

Describe the impact this incident has had on the student (target):

Does the situation continue to occur? ___ No ___ Yes