



# 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)

- Student target  Student (witness)  Parent/Guardian  Staff member  Other

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

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?

- 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)

- On school property  Cafeteria  On a school bus
 Classroom  Gym  Off school property
 Hallway  Locker room  Electronic communication
 Bathroom  At a school function  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)*

- Race                       Religion                       Sex  
 Color                       Religious practice                       Other (describe) \_\_\_\_\_  
 Weight/size                       Disability  
 National origin                       Sexual orientation  
 Ethnic group                       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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**Please return the completed form 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.**