

NEW PALTZ CENTRAL SCHOOL DISTRICT
DIGNITY FOR ALL STUDENTS ACT (DASA) INCIDENT REPORTING FORM

Instructions: Complete the form, make a copy and submit the original to the DASA Coordinator

Name of person reporting incident: _____

Today's date: _____

Role of person reporting incident (Circle): Student / Parent/Guardian / Staff Member

Other _____ Phone: _____ Email: _____

Name of student subjected to harassment/bullying/discrimination:

Name: _____ Grade: _____ School: _____

Alleged person(s) name: _____ Grade: _____ School: _____

What was your involvement in the incident? (Include a list of any witnesses)

Were any adults in the area when this happened? If so, who are they and what did they do?

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

- | | | |
|--|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Classroom | <input type="checkbox"/> Locker Room |
| <input type="checkbox"/> Electronic
Communication | <input type="checkbox"/> Bathroom | <input type="checkbox"/> Office |
| <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Gym | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Off School Grounds | <input type="checkbox"/> Bus | |
| <input type="checkbox"/> Library | <input type="checkbox"/> Cafeteria | |

When did the incident occur [include date(s) and time(s)]? _____

Type of incident (check all that apply):

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

Describe the specific nature of the incident(s). 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. Use an additional page if necessary.

The behavior(s) are suspected of being based upon the following characteristics (actual or perceived) of the target (check all that apply):identity and expression)

<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Sex
<input type="checkbox"/> Disability	<input type="checkbox"/> Race	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Ethnic Group	<input type="checkbox"/> Religion	<input type="checkbox"/> Weight/size
<input type="checkbox"/> Gender (including gender identity and expression)	<input type="checkbox"/> Religious Practice	<input type="checkbox"/> Other: _____ <input type="checkbox"/> None of the above

Was the student absent from school and/or class as a result of the incident? (circle) No Yes
Number of days student was absent:_____

Has the behavior occurred in the past? If so, please describe.

What do you think should be done about the situation?

Signature of Person Filing Report:_____ Date:_____