

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 (<i>Check One</i>)	
☐ Anonymous	☐ Student Witness
☐ Student Target	☐ Staff Member
☐ Parent/Guardian	☐ Other
Phone:	Email:

Name of target:			
Name(s) of alleged offender(s):			
Date and time of incident:			
What was your involvement in the incident?			
☐	Directly involved.		
☐	Observed the incident.		
☐	I heard about the incident.		
Where did the incident happen? (<i>Check all that apply</i>)			
☐	School Property	☐ Cafeteria	☐ Hallway
☐	Classroom	☐ Gym	☐ On a School Bus
☐	Bathroom	☐ At a School Function	☐ Locker Room
☐	Off School Property	☐ Electronic	☐ Other

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

☐	Physical Contact (Kicking, punching, 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)
☐	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)

☐	Race	☐	Color	☐	Weight/Size
☐	National Origin	☐	Ethnic Group	☐	Religion
☐	Religious Practice	☐	Disability	☐	Sexual Orientation
☐	Gender	☐	Sex	☐	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