Dignity for All Students Act (DASA) - Incident Complaint Form

Part 1 - Bullying, Harassment, and Discrimination

This form is to be completed by the person reporting the incident (or the person receiving the complaint and/or investigating the incident)

Please submit this form to the Building Principal or Dignity Act Coordinator (DAC)

AuSable Valley Central School District

Which school does this involve (*please check one*):

- ☐ AuSable Valley High School
- ☐ AuSable Valley Middle School
- ☐ Keeseville Elementary School
- ☐ AuSable Forks Elementary School

Today's date: _____

Your name: (*the name of person reporting the incident*)_____

Please note you do not have to provide your name if you would like to submit an anonymous report

Role of person reporting incident (*Check one*):

- ☐ Anonymous report
- ☐ Student (target)
- ☐ Student (witness)
- ☐ Parent/Guardian
- ☐ Staff Member
- ☐ Other_____

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

Name(s) of alleged offender(s): (student or students who are the allegedly doing the bullying, harassment, or discrimination)

Date and time of incident:_____

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	□ On a school bus	□ Cafeteria	□ Hallway
□ Bathroom	□ Classroom	□ Gym	□ Locker Room
□ At a school function	□ Off school property	□ Electronic Communication (describe):	□ 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? (Check all that apply)

- ☐ Student
- ☐ Employee
- ☐ Other: _____

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. (Add extra pages if needed)

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 or Religious practice	□ Disability	□ Sexual Orientation	□ Gender or Gender Expression	□ Other (describe)

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

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

□ No □ Yes, Number of days student was absent:_____

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

Does the situation continue to occur? □Yes □ No

What do you think should be done about the situation?

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.

For District/School Files Only