

EASTPORT SOUTH MANOR CENTRAL SCHOOL DISTRICT
Incident of Bullying, Discrimination & Harassment
Staff Reporting Form
(Dignity For All Students Act Reporting)

New York State’s Dignity for All Students Act (The Dignity Act or DASA) seeks to provide the State’s public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The Dignity Act was signed into law on September 13, 2010 and took effect on July 1, 2012.

Bullying generally involves the following characteristics:

- **An Imbalance of Power (real or perceived):** Children who bully use their power, such as physical strength, access to embarrassing information or popularity, to control or harm others.
- **The Intent to Cause Harm:** The person bullying has a goal to cause harm.
- **Repetition:** Bullying behaviors generally happen more than once or have the potential to happen more than once.

The purpose of this form is to inform the district of an incident or series of incidents of bullying and/or harassment so we can investigate and take appropriate steps. **As part of the Dignity For All Students Act (DASA) federal regulations, staff is required to report bullying incidents verbally to the building administration and or, the Dignity Act Coordinator (DAC), within one day of the incident occurring. In addition, staff is required to report bullying incidents to the building administration and or, the Dignity Act Coordinator (DAC) in writing within two days of the incident occurring. The Dignity Act Coordinators (DAC) are:**

School	Dignity Act Coordinator	Contact
Junior Senior High	Steve Giacolone & Peter Gomez	801-3292
Eastport Elementary	Joseph Steimel & Andrew Herbst	801-3171
Dayton Avenue	John Christie & Yael Aboulafia	801-3081
South Street	Thomas R. Dick & Heather Joy-Basirico	801-3141
Tuttle Avenue	JeanMarie Zambelli & Christine Kelly	801-3058
Alternative High School	Jennifer McCormick & Peter Gomez	801-3346

Please complete the entire form to the best of your ability.

School Personnel Completing Form: _____ Position: _____

School: _____ Today’s date ____/____/____

Person Reporting Incident (from building incident form)

Name: _____ Telephone: _____

E-mail: _____

Place an "X" in the appropriate box:

- Student Student (witness/bystander) Parent/guardian
 Close adult relative School staff member

1. Name of student target: _____ Age: _____
(Please print)

Days absent due to incident _____

2. Name(s) of alleged offender(s) (if known) (Please print)	Age	School (if known)	Is he/she a student?	Days Suspended Due to incident
			Yes or No	
			Yes or No	
			Yes or No	
Total number of alleged offenders				

INVESTIGATION

3. Where did the incident happen (choose all that apply)?

Date of incident ____/____/____

- On school property At a school-sponsored activity or event off school property
 On a school bus On the way to/from school

4. Place an "X" next to the statement(s) that best describes what happened (choose all that apply):

- Any bullying, harassment, or intimidation that involves physical aggression
 Getting another person to hit or harm the student
 Teasing, name-calling, making critical remarks, or threatening, in person or by other means
 Demeaning and making the victim of jokes
 Making rude and/or threatening gestures
 Excluding or rejecting the student
 Intimidating (bullying), extorting, or exploiting
 Spreading harmful rumors or gossip
 Electronic communication (specify)

Other (specify)

5. What actions were taken to investigate this incident? (Choose all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Interviewed student victim | <input type="checkbox"/> Interviewed teachers and/or school staff |
| <input type="checkbox"/> Interviewed alleged offender(s) | <input type="checkbox"/> Interviewed student victim's parent/guardian |
| <input type="checkbox"/> Interviewed witnesses | <input type="checkbox"/> Interviewed alleged offender's parent/guardian |
| <input type="checkbox"/> Witness statements collected in writing | <input type="checkbox"/> Examined physical evidence |
| <input type="checkbox"/> Interviewed school nurse | <input type="checkbox"/> Conducted student record review |
| <input type="checkbox"/> Reviewed any medical information available | <input type="checkbox"/> Obtained copy of police report |
| <input type="checkbox"/> Other (specify) | |

6. Why did the bullying, harassment, or intimidation occur (alleged motives)? (choose all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Because of race | <input type="checkbox"/> Because of ethnic group |
| <input type="checkbox"/> Because of national origin | <input type="checkbox"/> Because of color |
| <input type="checkbox"/> Because of religion | <input type="checkbox"/> Because of religious practice |
| <input type="checkbox"/> Because of disability | <input type="checkbox"/> Because of gender |
| <input type="checkbox"/> Because of sexual orientation | <input type="checkbox"/> Because of sex |
| <input type="checkbox"/> Because of weight | <input type="checkbox"/> Because of another reason |
| (specify) _____ | |
| <input type="checkbox"/> To impress others | <input type="checkbox"/> Just to be mean |
| <input type="checkbox"/> The reason is unknown | |

7. What corrective actions were taken in this case (choose all that apply)?

- None were required, this was a false allegation
- None, the incident did not warrant any corrective action
- Student conference
- Student warning
- Letter of apology
- Mediation
- Counseling
- Parent letter
- Parent phone call
- Parent conference
- Detention
- In-school suspension

- Out-of-school suspension
- Expulsion
- Other (specify)

8. Additional pertinent information gained during the interview (Attach a separate sheet if necessary)

9. Investigator notes (Attach a separate sheet if necessary)

_____/_____/____

Signature

Date

Signature