

DIGNITY FOR ALL STUDENTS ACT:

REPORT FORM

This form **CAN** be completed by anyone who is concerned about an incident This form **MUST** be filled out by any staff member who has been made aware of an incident (s).

REPORT #

YON

Please fill out this form with as much information as possible and hand into the Dignity Act Coordinator, A Counselor or the Main Office	
Date the report is being filled out:	
Name of person filing the report:	
Identification of person filling out this form: • Check all that apply	 I am the alleged victim I am the parent or in parental relation to the alleged victim I am a student I am a staff member reporting an incident I witnessed a problem I was told about a problem
The Best Way(s) to Reach Me:	Phone number:
• Fill Out All That Apply	Email: Come find me here:
Identify the Alleged Victim	Student's Name:
	Student's Grade:
Identify the Alleged Offender (s)	1.Name adult
List the name of student(s) or adult(s) who are being accused	 2.Name □ student or □ adult □ The offender is not known
I would best describe the incident(s) as related to the students: • Check all that apply	 Weight (over or under) Height Physical Feature Clothing Disability Illness/Allergy Positive Academic Achievement Participation in an activity (music, theater, art, etc.) Sexual orientation Gender identity Poverty Religion Cultural Beliefs Race Other characteristics:
The incident(s) have occurred in the following location(s): • Check all that apply	 □ classroom □ hallway/locker □ cafeteria □ playground □ school bus □ gymnasium/locker room □ library □ at an off-campus school event □ internet/social media □ athletic field □ school entrance/exit □ band room □ computer lab □ off school property □ parking lot □ other



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REPORT FOR M

 9 The incident(s) has/have involved the following: • Check all that apply 	 Physical (direct)—hitting; punching; tripping; kicking; pushing; scratching; ganging up; extortion; damaging property Social/Relational (direct or indirect)—excluding or threatening to exclude; spreading rumors/gossiping; ostracizing; alienating; using threatening looks/glances Verbal (direct)—name calling; teasing; intimidating; threatening; taunting; making offensive or discriminatory remarks (rude and or lewd) Cyberbullying—sending insulting messages or threats by email, text messaging, on social media, chat rooms, etc.
10 Please describe the Incident	Is this the first time this has happened? \Box yes \Box no \Box unsure
•Describe what was said and/or done and by whom	Date(s) and time(s) of the incident(s)
• Attach any evidence and an additional sheet for description of the incident if applicable:	
11 Other Witnesses: Please identify any other people who may have	1 Student 🗌 adult
witnessed the incident(s) (Attach additional sheet if necessary)	2 student 🗌 adult
	3 Student 🗌 adult
12 Have you reported this situation to anyone else before filing this complaint?	□ No □ Yes, I reported this to on Name Date
13 Was medical treatment need- ed by anyone involved in this situation	☐ I don't know ☐ No ☐ Yes, here is what I know
	1 DASA COMPLAINT FORM 2017