

Mohonasen School District

Dignity for All Students Act (DASA)

Incident Reporting Form

DEFINITIONS

“Harassment” – Conduct, verbal or nonverbal threats, intimidations, or abuse, including cyberbullying, that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities, or benefits, or cause or reasonably be expected to cause, fear for their mental, emotional, or physical safety.

“Discrimination” – The act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class, or category to which that person belongs.

Student Complainant’s Name: _____

Grade: _____

Home School District: _____ Building: _____

Date of Incident(s): _____

Approximate Time of Incident(s): _____

Location of Incident(s): _____

Did you *witness the incident(s)* or was the incident(s) reported to you? _____

If reported to you, who reported the incident(s) to you? _____

Which of the following best describes where the incident(s) occurred? (Check all that apply)

- ☐ On school property (including school buses)

If yes, indicate location: _____

- ☐ At a school-sponsored function off school grounds

If yes, indicate event and location: _____

- ☐ Cyberspace/Social Media

If yes, indicate source: _____

Which of the following best indicate the type of incident(s) that occurred? (Check all that apply).

- ☐ Intimidation of abuse, but no verbal threat or physical contact
- ☐ Verbal threat but no physical contact
- ☐ Physical contact but no verbal threat
- ☐ Both verbal threat and physical contact

To your knowledge, who was involved in the incident(s)?

- ☐ Involved only student offenders
- ☐ Involved only employee offenders
- ☐ Involved both student and employee offenders

Provide a description of the incident(s). Be specific about what occurred. (For example, if profanity was used, what were the exact words used in the interaction? If a threat was made, what were the words that the aggressor said? If the incident included physical contact, what was the exact physical behavior? For example, the student was punched in the nose repeatedly and sustained a bloody nose requiring medical attention).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Which of the following, if any, best indicates the basis of the alleged bullying, harassment and/or discrimination (check all that apply).

The victim's actual or perceived:

- ☐ Race
- ☐ Color
- ☐ Weight
- ☐ Ethnic Group
- ☐ National Origin
- ☐ Religion
- ☐ Religious Practice
- ☐ Disability
- ☐ Sexual Orientation
- ☐ Gender
- ☐ Gender Identity
- ☐ Sex
- ☐ Other: Please describe. (Can include but not limited to physical characteristics, age, socioeconomic status, health condition, housing, domestic relationships, etc.): _____

Name of the individual(s) accused of discrimination, harassment, or bullying:

_____	_____
_____	_____
_____	_____

Other possible victim(s):

_____	_____
_____	_____
_____	_____

Were there any witnesses and/or bystanders to the incident? Yes_____ No_____

If yes, list possible witnesses/bystanders:

_____	_____
_____	_____
_____	_____

What is your relationship to the student or employee?

- ☐ Parent
- ☐ Teacher
- ☐ Staff Member
- ☐ Peer
- ☐ Self/Student
- ☐ Other (please describe): _____

I certify that the information provided on this form is accurate and true to the best of my knowledge:

Print Name: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

***** Return this form to your building principal*****

If you disagree with the outcome of the investigation, you may write an appeal to the superintendent which must be received within 30 days from the date of the initial outcome response by the DASA coordinator.

Internal Use Only:

- ☐ Founded
- ☐ Unfounded

Written response will be made within a reasonable time frame (approximately 10 days or less).

Please indicate date of response: _____

