

Dignity For All Students Act (DASA) Reporting Summary Sheet

Anyone can report an act of student to student or adult to student bullying, harassment, discrimination or cyberbullying to a school employee.

The school employee is **MANDATED** to do the following;

- ✓ All employees must report incidents and issues **DISCLOSED** to them
- ✓ All employees must report incidents they **SEE, HEAR** or **WITNESS**
- ✓ Report **ORALLY** to Dignity Act Coordinator (DAC), Administrator or Superintendent within **ONE SCHOOL DAY**
- ✓ File a **WRITTEN REPORT** within **TWO SCHOOL DAYS** after the oral report to the DAC
- ✓ Use the school or district's designated report form
- ✓ No one can be retaliated against for reporting an incident



The Dignity Act Coordinator

- ✓ At least one employee in every school building shall be designated as The Dignity Act Coordinator*
- ✓ He/she will be approved by the Board of Education
- ✓ The school must publicize the name of the DAC and their contact information
- ✓ This information must also be shared with school personnel, students and persons in parental relation
- ✓ In the event that a DAC vacates their position the school must immediately designate an interim appointment Dignity Act Coordinator
- ✓ The DAC must investigate each reported incident, address safety concerns, develop an action plan, intervene, monitor and if necessary, report alleged crimes to law enforcement
- ✓ The DAC must also keep written documentation
- ✓ The principal, superintendent or the principal's or superintendent's designee leads or supervises the thorough investigation of all reports of harassment, bullying, and discrimination
- ✓ Together the DAC and designee verify if the incident falls under The Dignity Act
- ✓ All verified acts must be reported to NYSED yearly

* In some circumstances a DAC can be shared amongst schools