

**BETHLEHEM CENTRAL SCHOOL DISTRICT
DIGNITY FOR ALL STUDENTS (DASA) INCIDENT REPORT FORM**

The purpose of this form is to inform the district of an incident or series of incidents of bullying, harassment and/or discrimination so we can investigate and take appropriate steps.

School:	<input type="text"/>	DASA Coordinator:	<input type="text"/>
Date:	<input type="text"/>	Your Name:	<input type="text"/>

Your role (*Check One*)

<input type="checkbox"/> Student Target	<input type="checkbox"/> Student(witness)	<input type="checkbox"/> Parent/Guardian
<input type="checkbox"/> Staff Member	<input type="checkbox"/> Other	

Phone:	<input type="text"/>	Email:	<input type="text"/>
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Name of target: (student being bullied, harassed, or discriminated against)

Name(s) of alleged offenders(s):

Date(s) and time(s) of incident:

What was your involvement in the incident?

<input type="checkbox"/> I was directly involved in the incident	<input type="checkbox"/> I observed the incident	<input type="checkbox"/> I heard about the incident
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Where did the incident happen? (*Check all that apply*)

<input type="checkbox"/> On school property	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> On a school bus
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gym	<input type="checkbox"/> Off school property
<input type="checkbox"/> Hallway	<input type="checkbox"/> Locker Room	<input type="checkbox"/> Electronic Communication
<input type="checkbox"/> Bathroom	<input type="checkbox"/> At a school function	<input type="checkbox"/> 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?

- Student
- Employee
- Both student and employee

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)*

<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Sex
<input type="checkbox"/> Color	<input type="checkbox"/> Religious Practice	<input type="checkbox"/> Weight/Size
<input type="checkbox"/> Disability	<input type="checkbox"/> National Origin	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Ethnic Group	<input type="checkbox"/> Gender	<input type="checkbox"/> Other (describe)
		<input type="text"/>

Names of others who may have witnessed the incident:

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes	Number of days student was absent	<input type="text"/>
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Does the situation continue to occur? No Yes

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.