

**New York State Education Department (NYSED)
New York State Center for School Safety (NYSCFSS)**

DASA IMPLEMENTATION AND INCIDENT REPORTING SELF-ASSESSMENT

Please reflect on implementation of the Dignity for All Students Act (DASA) in your school:

A. DIGNITY ACT/RESPECT FOR ALL COORDINATOR				
Please answer the following questions about the <i>Dignity Act/Respect for All Coordinator</i> at your school.				
	YES	NO	Action is needed	Comments/Next Steps
1. Are you the Dignity Act /Respect for All Coordinator at your school?	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
2. Our school designated at least one employee as Dignity Act/Respect for All Coordinator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The name and contact information for our school’s Dignity Act/Respect for All Coordinator is listed on the district and/or school’s website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The name and contact information for our school’s Dignity Act/Respect for All Coordinator listed in the school’s Code of Conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The name and contact information for our school’s Dignity Act/Respect for All Coordinator is posted in highly-visible areas of each school building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. The name and contact information for our school’s Dignity Act/Respect for All Coordinator is available in the administrative office at the school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Persons in parental relation and students are <i>annually provided</i> with the name and contact information for the school’s Dignity Act/Respect for All Coordinator and the process for reporting incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. The district or school has provided additional training to the Dignity Act/Respect for All Coordinator on human relations, role of the Dignity Act Coordinator, DASA requirements, and DASA implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B. CODE OF CONDUCT

Please answer the following questions about the Code of Conduct in your district.

	YES	NO	Action is needed	Comments/Next Steps
1. Our district currently has a written Code of Conduct in place that governs the conduct of students, teachers, school personnel, and visitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The Code of Conduct prohibits discrimination, harassment, bullying, or cyberbullying against students, by employees or students on school property, at school functions, or off of school property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The Code of Conduct is posted on the district website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Our district provided copies of the Code of Conduct to all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Our district provided copies of the Code of Conduct to all persons in parental relation to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Our district provided copies of the Code of Conduct to each teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Our district has translated copies of the Code of Conduct available for students or persons in parental relation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Our district has an age-appropriate version of the Code of Conduct, written in plain language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

C. RECEIVING DASA COMPLAINTS

Please answer the following questions about the ***process of receiving DASA complaints*** at your school.

	YES	NO	Action is needed	Comments/Next Steps
1. Our school has a DASA incident reporting/complaint form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The DASA incident reporting/complaint form for our school is posted on the school's and/or district's website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Our school has an online incident reporting/complaint system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Our staff receives annual training on incident/complaint reporting, including the time frame for reporting incidents/complaints to the Dignity Act/Respect for All Coordinator or administrator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Our staff can answer the question, "What should I do when I am told about an incident/complaint related to discrimination, harassment, bullying, or cyberbullying?"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Our staff can answer the question, "When should an incident of discrimination, harassment, bullying, or cyberbullying be reported to the Dignity Act/Respect for All Coordinator?"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D. INCIDENT INVESTIGATION

Please answer the following questions about the ***incident investigation process*** at your school related to discrimination, harassment, bullying, and cyberbullying.

<i>Does the incident investigation process at your school include the following?</i>	YES	NO	Action is needed	Comments/Next Steps
1. Interviewing targets separately, and away from the alleged offender first.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Interviewing the student accused of any reported incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Interviewing any witnesses to any reported incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Obtaining objective evidence from recording devices, or sources of cyberbullying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Preparing investigative notes regarding any reported incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Preparing a report of investigation findings on any reported incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Communicating with persons in parental relation to the target of a reported incident/complaint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Communicating with persons in parental relation to the student offender of an incident verified as a material incident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Contacting law enforcement when the harassment, bullying and/or discriminatory behavior is believed to constitute criminal conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Determining if a report is verified as a material incident .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Determining if an incident is bias-related , and the type of bias involved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

E. POST-INVESTIGATION

Please answer the following questions about the ***post-investigation process*** related to discrimination, harassment, bullying, and cyberbullying at your school.

<i>Does the post-investigation process at your school include the following?</i>	YES	NO	Action is needed	Comments/Next Steps
1. Developing a plan with the Dignity Act/Respect for All Coordinator and other staff that addresses the hostile environment to eliminate the discrimination, harassment, bullying, or cyberbullying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Determining an intervention that focuses upon the safety of the targeted student.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Consulting with other staff to develop a plan to address a material incident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Communicating with staff on how to implement a plan to address a material incident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Communicating with the target of a material incident on steps to take and whom to contact if the behavior continues to occur.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Developing a plan with staff to follow-up with the target of a material incident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Reporting the material incident as required on the School Safety and the Educational Climate (SSEC) Summary Data Collection Form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Reporting the aggregate number of material incidents to the district superintendent/charter school leader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Retention policy for DASA Incident Reporting/Complaint forms and investigatory materials for <i>all reported</i> incidents/complaints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Retention policy for DASA Material Incident Reporting forms and investigatory materials for incidents <i>verified</i> as Material Incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Review of incident data with attention to the trends of material incidents (type, location, victim, offender, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional training and/or professional development that would be helpful to our school:

SCHOOL NAME: _____

Date of completion: _____

Name of person(s) completing Self-Assessment: _____

Date of next review: _____