

## What DASA Requires of Schools/Districts<sup>1</sup>

Each district must create policies, procedures, and guidelines intended to create a school environment that is free from harassment, bullying, and discrimination, that include but are not limited to provisions which:

- Identify the principal, superintendent, or designee as the school employee charged with receiving reports of harassment, bullying, and discrimination (*i.e.*, the Dignity Act Coordinator);
- Enable students, family members, and others to make an oral or written report to school personnel;
- Require school employees to promptly notify an administrator or designee (*e.g.*, Dignity Act Coordinator) within one school day of witnessing or receiving a report of harassment, bullying, or discrimination, and to file a written report no later than two school days after such oral report/notification;
- Require principal, superintendent, or a designee (*e.g.*, Dignity Act Coordinator) to lead a thorough investigation of all reports of harassment, bullying, and discrimination that is completed promptly after the receipt of any written report.
- Require the school, when an investigation reveals such verified harassment, bullying, and/or discrimination to take prompt action(s) reasonably calculated to end harassment, bullying and discrimination, to eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and to ensure the safety of the student(s) against whom harassment, bullying or discrimination was directed;
- Prohibit retaliation against any individual who reports or assists in the investigation of harassment, bullying, or discrimination;
- Develop a school strategy to prevent harassment, bullying, and discrimination;
- Require principals to make a regular report to the superintendent regarding data and trends related to harassment, bullying, and discrimination;
- Require school/district administrators or designee(s) to promptly notify local law enforcement officials if it is believed that harassment, bullying and/or discrimination constitutes criminal conduct;
- Require that all school employees, students, and parents receive a written or electronic copy of the district's policies, including the process for reporting harassment, bullying, and discrimination, and the Dignity Act Coordinator's contact information at least annually;
- Ensure that a current version of the district's policies and procedures, including an incident report form, are maintained on the district's website.
- Make the contact information for the Dignity Act Coordinator visible within the school building, available at district and school-level administrative offices, posted on the District Web-site and listed in the Code of Conduct.
- Provide training to instructional and non-instructional staff that includes raising awareness and sensitivity to potential harassment, bullying, and discrimination and enables employees to prevent and respond to harassment, bullying, and discrimination.
- Provide the Dignity Act Coordinator with training which addresses the social patterns, identification and mitigation of harassment, bullying, and strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings.

<sup>1</sup>Education Law, Article 2; CR 100.2 (kk) and (jj)