

**ARLINGTON CENTRAL SCHOOL DISTRICT**  
**INSTRUCTIONS FOR COMPLETION OF DIGNITY FOR ALL STUDENTS ACT (DASA)**  
**INCIDENT REPORTING FORM<sup>1</sup>**

The Arlington Central School District is committed to offering its students an educational environment that promotes respect, dignity and equality. Towards that end, it has created a Dignity For All Students Act (DASA) Incident Reporting Form through which any individual possessing information suggesting that a student has been subject to such discrimination, harassment, hazing or bullying, including cyberbullying, can report such information so that it may be properly investigated and addressed.

1. **Who should complete this form?** The attached form is intended to be used by staff, students and/or parents to report incidents of discrimination, harassment, hazing or bullying, including cyberbullying, directed against students.
  
2. **When should this form be completed?** This form should be completed when there is evidence suggesting that a student has been subjected to any of the following:
  - a. **Harassment or bullying.** The creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment,

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<sup>1</sup> This document is an educational record under the Family Educational Rights and Privacy Act (FERPA) and may be subject to disclosure, in whole or in part, to the parents of students referenced therein.

where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

- b. **Discrimination.** Any form of discrimination against students prohibited by state or federal law (e.g., the denial of equal treatment, admission and/or access to programs, facilities and services based on the person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, [including gender identity], or sex).
3. **Are there specific time requirements for completion and submission of the form?** Yes. Information regarding alleged harassment, bullying or discrimination must be orally reported by staff within one school day of their observation of or their receipt of such information, followed by completion and submission of this form within two school days of receipt of such information. All others should orally report such information as soon as practicable, followed by completion and submission of this form as soon as practicable.
  4. **To whom should the completed form be submitted?** The completed form should be submitted to the building principal of the school that the student attends. If the student is attending an out-of-district school as a result of a CSE-recommended placement, the form should be submitted to the Director of Special Education.
  5. **To whom should I direct any further questions that I may have?** Any questions should be directed to your building Dignity Act Coordinator or your building principal.
  6. **Are there other sources of information regarding the prohibition against harassment, bullying or discrimination of students?** Yes. Additional information is available in the District's policy book and Code of Conduct,

both of which are available on the District's web page. Additional information can be found on the New York State Education Department's web page ([www.nysed.gov](http://www.nysed.gov)).