



DIGNITY FOR ALL STUDENTS ACT

Implementation Resource List

OCTOBER 2022

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Implementation

Each district must implement 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:

Requirement	Considerations	Resources to Support Implementation
Develop a school strategy to prevent harassment, bullying, and discrimination.	<p>The Dignity for All Students Act was established to protect all students from harassment, bullying, and discrimination.</p> <p>All students are protected, not only those who are in a protected class.</p> <p>Prevention starts before an incident occurs. Consider schoolwide climate initiatives, relationship building activities, and how you empower adult & student bystanders.</p>	<ul style="list-style-type: none">• The 10 Essentials for Improving School Climate (video series)• School Safety & Climate Workshop Series 2022• NYSED Social Emotional Learning Guide to Systemic Whole School Implementation• Understanding the CROWN Act and Preventing CROWN Act Incidents
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.	<p>Training for staff should include prevention <u>and</u> response strategies.</p> <p>Ensure that your students, staff, and families are aware of who is/are your Dignity Act Coordinator(s), how they access the complaint form, and how they can report incidents (including how an anonymous complaint is made).</p>	<ul style="list-style-type: none">• DASA Information Guide• The Dignity for All Students Act: Tool for Training School Employees – updated August 2022
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.	<p>Ensure that the process for submitting complaints is easily understood by students, staff, and families.</p>	<ul style="list-style-type: none">• Climate Connection: Supporting Students Involved in Bullying, October 2022

Dignity Act Coordinator

Requirement	Considerations	Resources to Support Implementation
<p>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).</p> <p>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.</p> <p>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 Website, and listed in the Code of Conduct.</p>	<p>Consider the benefits of sharing the Dignity Act Coordinator responsibilities by designating multiple people from different roles & backgrounds.</p> <p>Consider the benefits of designating someone other than your building principal as your Dignity Act Coordinator(s).</p> <p>Provide your Dignity Act Coordinator's name and contact information in various ways throughout the school year.</p>	<ul style="list-style-type: none"> • Dignity Act Coordinator Poster • Professional Development for Dignity Act Coordinators – (recorded session October 2021)

Receiving Complaints

Requirement	Considerations	Resources to Support Implementation
<p>Ensure that a current version of the district's policies and procedures, including an incident report form, are maintained on the district's website.</p> <p>Enable students, family members, and others to make an oral or written report to school personnel.</p> <p>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.</p>	<p>Ensure that your students, staff, and families are aware of who is/are your Dignity Act Coordinator(s), how they access the complaint form, and how they can report incidents (including how an anonymous complaint is made).</p> <p>Consider the method and frequency for how your school communicates essential information <i>internally</i>, and how your school communicates with students & families.</p> <p>Consider your school's messaging and how it can encourage students to feel safe & empowered to report incidents.</p>	<ul style="list-style-type: none"> • Dignity Act Coordinator Poster • Sample DASA Complaint Form (Part I) • Practice TEA Time (article and printable card)

Investigation		
Requirement	Considerations	Resources to Support Implementation
The Dignity Act Coordinator shall lead or supervise a thorough investigation of all reports of harassment, bullying and/or discrimination and ensure that the investigation is completed promptly after receipt of any written complaints.	<p>Consider establishing a <i>clear and consistent timeline</i> for conducting investigations, and methods for communicating with students & families throughout the investigation.</p> <p>Consider conducting the investigation in a trauma-responsive manner that conveys support and safety for your students.</p> <p>Consider how parents can be informed throughout this process and how these communications can be presented to reassure parents that their students are safe, and you are doing everything you can to ensure their safety.</p>	<ul style="list-style-type: none"> • Sample DASA Incident Verification and Parent Notification (Part 3) – updated August 2022
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.	<p>Sometimes, an investigation is unable to confirm a material incident of harassment, bullying, and/or discrimination. Consider the impact of the incident and how you can you support students when an incident cannot be designated a material incident.</p> <p>When families hear that an incident is unfounded, they may interpret this as the incident didn't occur. Consider how your communication conveys the reassurances noted above.</p> <p>Consider how to keep <u>all staff</u> informed.</p>	<ul style="list-style-type: none"> • Sample Targeted Student Action Plan Template (Part 4) – updated August 2022 • Sample Strategies for Working with Student Who Caused an Incident (Part 5) – updated August 2022 • Professional Development for Dignity Act Coordinators – (recorded session October 2021)
Guidelines relating to the development of measured, balanced, and age-appropriate responses to instances of harassment, bullying, or discrimination by students, with remedies and procedures following a progressive model that make appropriate use of intervention, discipline, and education, vary in method according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors, and are consistent with the district's code of conduct.	<p>Consider your Code of Conduct and how your policies promote positive school climate, social emotional learning, and how to promote prosocial and responsible behaviors.</p> <p>Consider your messaging and how it empowers student & staff bystanders.</p>	<ul style="list-style-type: none"> • Sample Strategies for Working with Student Who Caused an Incident (Part 5) – updated August 2022 • Back to School: Classroom Management Playbook (video series) • Alternatives to Exclusionary Discipline: What, Why, and How

Post-Investigation		
Requirement	Considerations	Resources to Support Implementation
Prohibit retaliation against any individual who reports or assists in the investigation of harassment, bullying, or discrimination.	School climate data can come from <i>many sources</i> : consider observations, complaints submitted, focus groups with students & families.	<ul style="list-style-type: none"> School Climate resources, surveys, or other data collection tools
Require principals to make a regular report to the superintendent regarding data and trends related to harassment, bullying, and discrimination.	<p>Examine your data and consider how it can be used for improvement.</p> <p>Reporting incidents is different than responding to incidents.</p> <p>An investigation may not always confirm a material incident. If a complaint has been made, there is an underlying issue that should be addressed.</p> <p>NYSED has developed the Individual Incident Report (IIR) form which serves as a guide to the required information that must be reported for School Safety and Educational Climate (SSEC) reporting.</p> <p>Consider your records retention policy to ensure that it includes reported incidents and verified incidents. Records should be kept at the school where the incident occurred until the youngest student involved is 27 years old.</p>	<ul style="list-style-type: none"> Sample Individual Incident Report (IIR) Form (Part 6) – updated August 2022
Additional Implementation Resources		
<ul style="list-style-type: none"> Dignity for All Students Act Implementation FAQs Dignity for All Students Act FAQs for Parents DASA and SSEC Self-Assessment <p><i>Resources for School Safety and the Educational Climate (SSEC) reporting:</i></p> <ul style="list-style-type: none"> 2021-22 SSEC Forms, Instructions and Guidance (nysed.gov) SSEC & DASA nyscfss.org 		

This **Implementation Resource List** presents considerations for the basic requirements of the Dignity for All Students Act and is not meant to provide comprehensive guidance. Further information about The Dignity for All Students Act and associated Regulations can be found at: www.p12.nysed.gov/dignityact.

Source: [New York State Education Law Title 1, Article 2](#), §10- §16 , Commissioner Regulations 100.2 [\(kk\)\(jj\)](#)

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