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 **_Dignity Act/Respect for All Coordinator_** at your school.				
	YES	NO	Action is needed	Comments/Next Steps
1. Are you the Dignity Act /Respect for All Coordinator at your school?	❏	❏	N/A	
2. Our school designated at least one employee as Dignity Act/Respect for All Coordinator.	❏	❏	❏	
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.	❏	❏	❏	
4. The name and contact information for our school's Dignity Act/Respect for All Coordinator listed in the school's Code of Conduct.	❏	❏	❏	
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.	❏	❏	❏	
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.	❏	❏	❏	
7. Persons in parental relation and students are *annually provided* with the name and contact information for the school's Dignity Act/Respect for All Coordinator and the process for reporting incidents.	❏	❏	❏	
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.	❏	❏	❏	

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.	❏	❏	❏	
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.	❏	❏	❏	
3. The Code of Conduct is posted on the district website.	❏	❏	❏	
4. Our district provided copies of the Code of Conduct to all students.	❏	❏	❏	
5. Our district provided copies of the Code of Conduct to all persons in parental relation to students.	❏	❏	❏	
6. Our district provided copies of the Code of Conduct to each teacher.	❏	❏	❏	
7. Our district has translated copies of the Code of Conduct available for students or persons in parental relation.	❏	❏	❏	
8. Our district has an age-appropriate version of the Code of Conduct, written in plain language.	❏	❏	❏	

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.	❑	❑	❑	
2. The DASA incident reporting/complaint form for our school is posted on the school's and/or district's website.	❑	❑	❑	
3. Our school has an online incident reporting/complaint system.	❑	❑	❑	
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.	❑	❑	❑	
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?*"	❑	❑	❑	
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?*"	❑	❑	❑	

D. INCIDENT INVESTIGATION

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

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

E. POST-INVESTIGATION

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

Does the post-investigation process at your school include the following?	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.	❑	❑		❑	
2. Determining an **intervention** that focuses upon the safety of the targeted student.	❑	❑		❑	
3. **Consulting with other staff** to develop a plan to address a material incident.	❑	❑		❑	
4. Communicating with staff on how to **implement a plan** to address a material incident.	❑	❑		❑	
5. Communicating with the target of a material incident on **steps to take and whom to contact** if the behavior continues to occur.	❑	❑		❑	
6. Developing a plan with staff to **follow-up with the target** of a material incident.	❑	❑		❑	
7. **Reporting the material incident** as required on the School Safety and the Educational Climate (SSEC) Summary Data Collection Form.	❑	❑		❑	
8. **Reporting the aggregate number** of material incidents to the district superintendent/charter school leader.	❑	❑		❑	
9. **Retention policy** for DASA Incident Reporting/Complaint forms and investigatory materials for *all reported* incidents/complaints.	❑	❑		❑	
10. **Retention policy** for DASA Material Incident Reporting forms and investigatory materials for incidents *verified* as Material Incidents.	❑	❑		❑	
11. **Review of incident data** with attention to the trends of material incidents (type, location, victim, offender, etc.).	❑	❑		❑	

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: _____