

Dignity Act Implementation Checklist

CODE OF CONDUCT

- ☐ Revised by Board of Education In accordance with Dignity Act requirements.
- ☐ Code of Conduct posted on School District Website
- ☐ Students, Staff and Parents instructed in the provisions specified in the Dignity Act provisions specified in the Code of Conduct
- ☐ Summary of the Code of Conduct provided to all students in an age-appropriate version, written in plain language to ensure that students understand the standards of respect and appropriate behavior that the school community expects of the

DIGNITY ACT COORDINATOR(S)

Name	Location	BOE Date

DAC Training

- ☐ Provide or seek training for Dignity Act Coordinators
- ☐ At least one employee must be approved by the Board of Education

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SCHOOL PERSONNEL TRAINING

(Bullying and Harassment Prevention, Intervention, Positive School Climate, District Plan)

Administrators	Date(s) of Training	Provided by:
Teachers/Professional Staff		
Support Staff		
Volunteers Informed		

- ☐ The DAC will provide staff updates at least annually of the intent, purpose and requirements of the Dignity Act.

PARENT TRAINING/INFORMATION

- ☐ Provide information via website (code of conduct) and to parent groups.

REPORTING

(Obligation of all school personnel)

- ☐ It is the obligation of anyone who is aware an act of harassment at school to report the act to school personnel
- ☐ Reports may be made by any member of a school community (student, parent, teacher, aide, monitor, bus drivers, etc.)
- ☐ Reports **may be** made verbally to a child's teacher, administrator, or school personnel
- ☐ Reports **may be** submitted in writing anonymously or by identifying party
- ☐ All reports will be investigated
- ☐ Reporting system will be made known to all school constituents (teachers, staff, parents, bus drivers, aides, monitors, etc.)

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- ☐ Forms will be available in each school building office
- ☐ Written reports will be delivered to the Dignity Act Coordinator or Building Administrator
- ☐ Reports will be reviewed by the Dignity Act Coordinator or Building Administrator within 24 hours of receipt (one school day)

INVESTIGATION

The Goal: to end harassment & bullying, prevent future incidents, ensure the safety of the target, and obtain prompt and equitable resolution to a complaint.

BUILDING LEVEL PROCEDURE

- ☐ Whenever a complaint is received, whether verbal or written, it will be subject to a preliminary review and investigation
- ☐ The principal (DAC) or designee shall make all REASONABLE efforts to resolve complaints informally at the school level.
- ☐ Investigation process will be stated and assigned by principal or designee
- ☐ Targeted student(s) will be interviewed by trained personnel, (principal, assistant principal, administrative assistant, guidance counselor, social worker, psychologist, etc.), using district interview form.
- ☐ Accused (perpetrator) will be interviewed by trained personnel, (principal, assistant principal, administrative assistant, guidance counselor, social worker, psychologist, etc.), using district interview form.
- ☐ Bystanders will be interviewed by trained personnel, (principal, assistant principal, administrative assistant, guidance counselor, social worker, psychologist, etc.), using district interview form.
- ☐ Report will be documented using a written interview form.

FOLLOW-UP

- ☐ Determination as to whether the complainant needs any accommodations to ensure his/her safety
- ☐ Principal (DAC) or designee will review all reports
- ☐ Outcome will be determined
- ☐ Principal (DAC) or designee will report back to both the target and the accused regarding the outcome of the investigation and the action taken to resolve the complaint
- ☐ Consequences imposed and documented if implicated (be documented on resolution report)
- ☐ Interventions will be documented and implemented
- ☐ Parent meeting held if indicated

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- ☐ Plans for support for the bully and victim will be documented on the resolution report (counseling groups, etc.)
- ☐ Personnel assigned to follow-up to determine if situation has to be resolved to satisfaction of all involved (weekly or until determined that case is RESOLVED PERMANENTLY)
- ☐ Report will be appropriately documented as per New York State Education requirements

DISTRICT-LEVEL PROCEDURE

- ☐ Superintendent of his designee shall promptly investigate and resolve all complaints that are referred to him if unresolved according to the building procedure.
- ☐ Superintendent my report the incident to the Board President
- ☐ The district level investigation results in a determination that bullying did occur, prompt corrective action will be taken to end the misbehavior in accordance with the district's code of conduct.

STUDENT INSTRUCTION

- ☐ Data collection – Brief school climate survey administered and analyzed at each building to determine constituent perceptions of current school climate
- ☐ Instruction on “tolerance”, “respect for others” and “dignity” shall include:
awareness and sensitivity to discrimination or harassment and civility in the relations of people of different: **Races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientation, gender and sexes, AND MEANINGFULLY INTEGRATED INTO THE DISTRICTWIDE CURRICULUM.**
- ☐ Instruction in civility, citizenship and character education **AND BE MEANINGFULLY INTEGRATED INTO THE DISTRICTWIDE CURRICULUM**
- ☐ Provide students updates on the Dignity Act annually
- ☐ Teach students to report incidents