



## Dignity for All Students' Act

If the harassment, bullying, and/or discrimination is occurring in the school, on school grounds, or during a school event/activity off of school grounds, NYS Law requires each district to have a policy and procedures in place for the concerned person(s) to make a report of the bullying, as follows:

- Identify an administrative designee to receive reports of harassment, bullying, and discrimination (*i.e.*, the DASA Coordinator);
- Enable students, family members, and others to make an oral or written report to school personnel;
- Require school employees to notify an administrator or designee (*e.g.*, DASA 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 administrators or a designee (*e.g.*, DASA 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 and is recorded [in Part II of the DASA Incident Reporting Form];
- Upon verification of harassing, bullying, and/or discriminatory behavior, require the school to take prompt action(s) reasonably calculated to end harassment, bullying and discrimination, to eliminate any hostile environment, 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 school leaders to make a regular report to the superintendent regarding data and trends related to harassment, bullying, and discrimination;
- Require school administrators or designee(s) to promptly notify local law enforcement officials of harassment, bullying and/or discrimination when required to do so;
- Require that all school employees, students, and parents receive a copy of the district's policies, including the process for reporting harassment, bullying, and discrimination, 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.

Please contact the school/district office and follow the procedures the district and school have in place for reporting incidents that occur on school/district grounds.

## What is the Dignity for All Students Act?

The Dignity for All Students Act (DASA) protects all students from **discrimination**, **harassment**, and **bullying** based on race, religion, gender, national origin, ethnic group, and sexual orientation. This includes **online** and **in-person** harassment.

### What does bullying or harassment look like?

Bullying can take many forms, including:

- **Physical abuse**
  - Hitting or pushing
- **Verbal taunting**
  - Teasing, name calling, or offensive jokes
- **Social exclusion**
  - Leaving students out or isolating students
- **Written harassment**
  - Graffiti, drawings, notes, or photos
  - Texts, emails, or other social media

### How do I know if my child is being bullied or harassed?

Some children may not share instances of bullying with adults. Signs that your child is being harassed can include:

- Change in behavior
- Injuries, marks, or bruises
- Lost or destroyed possessions
- Complaints of headaches or stomach aches
- Difficulty sleeping
- Low grades or loss of interest in school
- Faking sick or avoiding school

**It is important to remember that all children will respond to bullying differently.**

## What is my school required to do?

Your school should have policies and procedures in place to protect students from bullying and harassment. All employees have been trained to recognize and respond to potential acts of discrimination and harassment.

In addition to official curricula and Codes of Conduct guiding student interactions, your school is required to have a DASA coordinator who is responsible for overseeing the district's investigation of the incident, as well as documenting that it occurred.

Once an incident is reported, the principal or campus designee is required to respond within two days.

## What should I do if I believe my child is being bullied or harassed?

First and foremost, you should **contact someone at your school** to report the incident. This can be the DASA coordinator, the school principal, a teacher or counselor, or any other staff member. If the bullying or harassment is based on your child's race, religion, gender, national origin, ethnic group, or sexual orientation, you can also directly contact the New York State Education Department in one of three ways:

- 1) Call our parent hotline at 800-469-8224.
- 2) Contact the New York State Education Department directly at (718) 722-2445.
- 3) Make an anonymous report by emailing [nysparenthotline@nyu.edu](mailto:nysparenthotline@nyu.edu).

If you have reported the incident and the behavior continues, you should **file a follow-up report** to ensure that the DASA coordinator remains aware of the situation and inform offices at the New York State Education Department at (718) 722-2445 or (518) 486-6090 if you believe your child is unsafe.



**MOTT HALL**  
**CHARTER SCHOOL**  
est.2012

Mott Hall Charter School is committed to providing a safe, supportive environment free from harassment, bullying, and discrimination for all students. The school encourages the involvement of staff, students, parents, and community members in the implementation and reinforcement of the Dignity for All Students Act (“DASA”).

If you believe you, or someone else, has been the target of harassment, bullying, cyber-bullying, and/or discrimination, please use this form to report all allegations.

School/district personnel witnessing an incident or receiving a report of an incident must complete and submit this written report within two (2) school days.

*NOTE: School/district personnel must also orally notify the principal, superintendent, or their designee no later than one school day after witnessing or receiving a report of an incident.*

All complaints will be treated in a confidential manner. Anonymous reports may limit the district’s ability to respond to the complaint. A prompt and thorough investigation will be conducted for all incident reports.

Please complete this form and return it to a school administrator or Dignity Act Coordinator.

**DASA Incident Reporting Form  
(For District/School Files Only)**

**I. To be completed by the person reporting the incident (or the person receiving the complaint and/or investigating the incident)**

**School District: 9**

**School: Mott Hall Charter School**

**Dignity Act Coordinator: Jennifer Melendez**

**Position: Assistant Principal**

**Email: [jmelendez@motthalles.org](mailto:jmelendez@motthalles.org)**

**Today's date:**

**Name of person reporting incident:**

**Role of person reporting the incident** *(Check one)*

Student Target  Student (witness)  Parent/Guardian  Staff Member  Other Phone:

Email:

**Name of target: (student being bullied, harassed, or discriminated against)**

**Name(s) of alleged offender(s):**

**Date(s) and time(s) of incident(s):**

**What was your involvement in the incident?**

- I was directly involved in the incident  I observed the incident  I heard about the incident

**Where did the incident happen?** *(Check all that apply)*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> On school property | <input type="checkbox"/> Gym                  | <input type="checkbox"/> Electronic Communication |
| Classroom                                   | <input type="checkbox"/> Locker Room          |   |
| <input type="checkbox"/> Hallway            | <input type="checkbox"/> At a school function | <input type="checkbox"/> Other (describe):        |
| <input type="checkbox"/> Bathroom           | <input type="checkbox"/> On a school bus      |   |
| <input type="checkbox"/> Cafeteria          | <input type="checkbox"/> Off school property  |   |

**Type of incident** *(Check all that apply)*

- Physical contact (kicking, punching, spitting, tripping, pushing, taking belongings)
- Verbal threats (gossip, name-calling, put-downs, teasing, being mean, taunting, making threats)
- Psychological (non-verbal actions, spreading rumors, social exclusion, intimidation)
- Abuse (actions or statements that put an individual in fear of bodily harm)
- Cyberbullying (misusing technology/social media to harass, tease, threaten, post pictures(sexting))
- Other (describe):

**Who was involved in the incident?**

- Student  Employee  Both student and employee

**Describe the specific nature of the incident. What happened? *(Be as specific as possible)*. What did the alleged offender say or do? Include any copies of text messages, emails, etc. if possible.**

*(Add extra pages if needed)*

**If there were any adults in the area when this happened, what did they do?**

**Types of bias involved (if known):** *(Check all that apply)*

- |                                      |  |   |
|--------------------------------------|--|---|
| <input type="checkbox"/> Race        | <input type="checkbox"/> Religion            | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Color       | <input type="checkbox"/> Religious practice  | <input type="checkbox"/> Gender             |
| <input type="checkbox"/> Weight/size | <input type="checkbox"/> National Disability | <input type="checkbox"/> Sex                |
| <input type="checkbox"/> origin      | <input type="checkbox"/> Ethnic group        | <input type="checkbox"/> Other (describe)   |

**Names of others who may have witnessed the incident:**

**Was the student absent from school as a result of the incident?**

No  Yes Number of days the student was absent:

**Does the situation continue to occur?**  Yes  No

**What do you think should be done about the situation?**

**You can contact the school administrator, Dignity Act Coordinator, counselor, or other staff member (whoever you are most comfortable with) for information or assistance at any time.**

**FOR SCHOOL LEADERS OR DESIGNEE ONLY**

**II. The following section is for documenting the school's investigation to be completed by the school leader and/or designee (*i.e.* Dignity Act Coordinator)**

**Results of Investigation (include a summary of information gathered from interviews):**

*(Add extra pages if needed)*

**Did the investigation verify that a material incident of bullying, harassment, and/or discrimination occurred?**  Yes  No

**If not, why?**

**Description of a plan to eliminate bullying and reduce the hostile environment:**

**Contact with parents/guardians of target – date:**

**Contact with parents/guardians of aggressor(s) – date:**

**Contact with law enforcement – date:**

**Results:**

**Remediation:** *(Check all that apply)*

- Education
- Counseling
- Disciplinary *(Code of Conduct application)*
- Restorative Justice or other program  
*(describe)*
- Law Enforcement
- Other *(describe)*

**Who needs to be informed about the plan (respect confidentiality)?** *Check all that*

*apply.*  Students  Administration  Parents  School staff  Other

**Follow up a review of the plan (is plan working?) in \_\_\_ weeks**

**Target's response to plan to determine effectiveness:**

**Additional plan revisions and comments, if needed:**

Keep this report on file to calculate yearly data reported to the New York State Education Department.