LaFayette Central School District

DIGNITY FOR ALL STUDENTS ACT (DASA) COMPLAINT FORM

This form can be completed by anyone who is concerned about an incident. Please return the form to the school building principal. Contact information for our schools is listed on our website. You can also submit complaints via the Tip Line Link on the website. Staff members made aware of bullying complaints must submit a verbal report within one day of a report and a written report to the building principal within two days after the original report.

Date the report is being filled out:	
Name of the person filing the report:	
Identification of person filling out this form: * Check all that apply	 I am the alleged victim I am the parent or in parental relation to the alleged victim I am a student I am a staff member reporting an incident I witnessed a problem I was told about a problem
The best way(s) to reach me:	Phone number:
* Fill out all that apply	Email:
	Come find me here:
Identify the Alleged Victim	Student's Name:
	Student's Grade:
Identify the Alleged Offender(s)	1. Name □ student or □adult
List the name of student(s) or adult(s) who are being accused.	 2. Name □ student or □adult □ The offender is not known
I would best describe the incident(s) as related to the students: * Check all that apply	 Weight Height Physical Feature Clothing Disability Illness/Allergy Academic Standing Participation in an activity Sexual Orientation Gender identify Economic Standing Religion Cultural Beliefs Race Other characteristics:
The following incident(s) have occurred in the following location(s): * Check all that apply	 classroom in hallway/locker in cafeteria in playground school bus in gymnasium/locker room in library at an off-campus school event internet/social media athletic field in school entrance/exit in band room computer lab in off school property in parking lot other

The incident(s) has/have involved the following:	Physical (direct) - hitting; punching; tripping; kicking; pushing; scratching; ganging up; extortion; damaging property
*Check all that apply	Social/Relational (direct or indirect) - excluding or threatening to exclude; spreading rumors/gossiping; ostracizing; alenating; using threatening looks/glances
	Verbal (direct) - name calling; teasing; intimidating; threatening; taunting; making offensive or discriminatory remarks (rude and or lewd)
	 Cyberbullying - sending insulting messages or threats by email, text messaging, on social media, chat rooms, etc.
Please describe the incident	Is this the first time this has happened? \Box yes \Box no \Box unsure
* Describe what was said and/or done and by whom	Date(s) and time(s) of the incident(s)
* Attach any evidence and an additional sheet for a description of the incident if applicable:	
Other witnesses: Please identify any other people who may have witnessed the incident(s) (Attach additional sheet if	1 □ student □ adult 2 □ student □ adult
necessary)	3. □ student □ adult
Have you reported this situation to anyone else before filing this complaint?	□ No
	 Yes, I reported this to on Name Date
Was medical treatment needed by anyone involved in this situation	□ I don't know □ No
	□ Yes, here is what I know