



# Westfield Academy & Central School

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## DASA Incident Reporting Form

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

**School District:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Dignity Act Coordinator:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_ **Name of Person Reporting Incident:** \_\_\_\_\_

**Role of person reporting 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:**

\_\_\_\_\_

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

\_\_\_\_\_

**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.**

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*(Add extra pages if needed)*

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

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

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

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

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

- No       Yes Number of days student was absent: \_\_\_\_\_

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

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

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

- Amy Brinkley – Guidance Counselor – [abrinkley@westfieldcsd.org](mailto:abrinkley@westfieldcsd.org)
- Ashley Raynor – School Psychologist – [araynor@westfieldcsd.org](mailto:araynor@westfieldcsd.org)
- DeAnn Shelters – Social Worker – [dshelters@westfieldcsd.org](mailto:dshelters@westfieldcsd.org)
- Molly Anderson – Elementary Principal – [manderson@westfieldcsd.org](mailto:manderson@westfieldcsd.org)
- Corey Markham – MS & HS Principal – [coreymarkham@westfieldcsd.org](mailto:coreymarkham@westfieldcsd.org)