**Questar III Dignity for All Students Act (DASA)**  
*Responding to Incidents*  
Bullying, Harassment and Discrimination - *For District/School Files Only*

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| **DASA INCIDENT REPORTING AND INVESTIGATION COMPLETION CHECKLIST**  **The following section is for documenting the incident investigation process.** This should be completed by the school leader and/or designee (i.e., Dignity Act Coordinator)  ***Use this page as a summary/cover page.*** |

Date of Incident: Click or tap to enter a date.

Completed by: Click or tap here to enter text.

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| **Complete for all incidents** |
| **Part 1 – DASA Complaint Form:** A report form will be either sent to the DASA Coordinator(s) electronically OR a report will be made in person and the DASA Coordinator completes the form within within 2 days of the  reported incident. |
| **Part 2 – Protocol for DASA Incident Investigation:** Completed by the DASA Coordinator once a DASA complaint is made. |
| **Part 3 – DASA Incident Verification and Parent Notification:** DASA Coordinator completes the Summation of the Incident Form. |

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| **Complete if a DASA intervention plan is required** |
| Part 4 – Targeted Student Action Plan Template |
| Part 4b – Follow up review of plan |
| Part 5 – Strategies for Working with Student Who Caused an Incident |
| Part 5b – Follow up review of plan |

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| **Communication**  DASA Coordinator follows up with families with one of the following letters at the conclusion of the investigation. |
| Parent Guardian Letter to Victim sent: Click or tap to enter a date. |
| Parent Guardian Letter to Accused sent: Click or tap to enter a date. |

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| **Documentation** |
| DASA Coordinator maintains all the completed forms, copies of letters and reports in a file SEPARATE from the student file in a secure location. |
| Once the student leaves/graduates/exits programs the hard copies must be sent to the Catherine Sager (Central Office) for retention. |

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| **Insert DASA Complaint form**  To complete a DASA complaint form go to: https://www.questar.org/about/public-notices/dasa/dasa-reporting-form/ |