

## **DIGNITY FOR ALL STUDENTS ACT (DASA) POLICY**

LEEP Dual Language Academy Charter School (“LEEP Academy”) is committed to providing a safe and productive learning environment. In accordance with New York State’s “Dignity for All Students Act” (“DASA”) the School affirms that all students have the right to attend a safe and supportive school environment free of bullying, harassment and/or discrimination (as defined by law and described in LEEP Academy’s *Student & Family Handbook* and *Employee Handbook*) based on real or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, sex, or gender identity/expression.

Our policies and practices will ensure that all students have equal access to their education and a sense of belonging in their school community. The School will actively respond to incidents that violate this policy in order to stop the behavior from continuing and to prevent it from recurring. This includes promptly addressing reported incidents of bullying, harassment and/or discrimination by employees or students on school property or at a school function.

In addition, LEEP Academy reserves the right to discipline students, consistent with our Discipline Code, who engage in bullying or harassment of students off school property under circumstances where such off-campus conduct 1) affects the educational process; 2) actually endangers the health and safety school students within the educational system; or 3) is reasonably believed to pose a danger to the health and safety of school students within the educational system.

### **Dignity Act Coordinator**

The Dignity Act Coordinator at LEEP Academy is listed below. Following school procedures, the Dignity Act Coordinator responds to reported incidents of bullying, bias, harassment and/or discrimination with inquiry, intervention, and disciplinary recommendations.

Dignity Act Coordinator for 2020-21 School Year: Mr. Edgar Sanchez ([esanchez@leepschools.org](mailto:esanchez@leepschools.org))

### **Reporting**

Students and families may report a suspected incident of bullying, bias, harassment, and/or discrimination may be reported to any teacher or administrator.

Employees of LEEP Academy who witness a suspected incident, or receive a report of a suspected incident, must report it to the Dignity Act Coordinator, Principal, or Executive Director within one (1) school day, and must submit a written report within two (2) school days. A form for reporting incidents that possibly violate that Dignity for All Students Act is also available at the front office, and on the school web site, and may be completed anonymously.

Under the supervision of the Executive Director and Principal, the Dignity Act Coordinator will investigate and respond to all reports using established protocols. All complaints will be treated in a confidential manner. Anonymous reports may limit the school’s ability to respond to the complaint. A prompt and thorough investigation will be conducted for all incident reports.

### **Retaliation Prohibited**

As described in the *Employee Handbook*, LEEP Academy prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bias, bullying, harassment and/or discrimination. All complainants and those who participate in the investigation of a complaint in conformity with state law and school policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

## DIGNITY FOR ALL STUDENTS ACT (DASA) INCIDENT REPORTING FORM

LEEP Dual Language Academy Charter School (“LEEP Academy”) is committed to providing a safe, supportive environment free from harassment, bullying and discrimination for all students. LEEP Academy 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 any student has been the target of harassment, bullying, cyber-bullying, and/or discrimination, please use this form to report all allegations. School personnel witnessing an incident or receiving a report of an incident must orally notify the Executive Director, Principal, or Dignity Act Coordinator within one school day, and must complete and submit this written report within two (2) school days.

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.

Today’s Date: \_\_\_\_\_

Name of person reporting incident: \_\_\_\_\_

Role of person reporting incident (Check one)

- Student Target
- Student (witness)
- Parent/Guardian
- Staff Member
- Other (describe): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of target (student allegedly 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"/> Locker Room              |
| <input type="checkbox"/> Classroom          | <input type="checkbox"/> At a school function     |
| <input type="checkbox"/> Hallway            | <input type="checkbox"/> On a school bus          |
| <input type="checkbox"/> Bathroom           | <input type="checkbox"/> Off school property      |
| <input type="checkbox"/> Cafeteria          | <input type="checkbox"/> Electronic Communication |
| <input type="checkbox"/> Gym                | <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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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"/> Disability              |
| <input type="checkbox"/> Color              | <input type="checkbox"/> Sexual orientation      |
| <input type="checkbox"/> Weight/size        | <input type="checkbox"/> Gender                  |
| <input type="checkbox"/> National origin    | <input type="checkbox"/> Sex                     |
| <input type="checkbox"/> Ethnic group       | <input type="checkbox"/> Other (describe): _____ |
| <input type="checkbox"/> Religion           |  |
| <input type="checkbox"/> Religious practice |  |

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

**DIGNITY FOR ALL STUDENTS ACT (DASA) NOTICE**



**La dignidad humana vive aquí.**

**Human dignity lives here.**

Federal Law, State Law, and LEEP Academy policies strictly forbid:

**BULLYING** and **HARASSMENT**, including through physical, verbal, and non-verbal/psychological actions, whether at school, at school events, or with school community members online; and

**DISCRIMINATION** based on real or perceived race, color, weight, national origin, ethnicity, religion, religious practice, disability, sexual orientation, sex, or gender identity/expression.

To report a potential incidence of bullying, harassment, or discrimination, tell your teacher or contact an administrator right away, or visit [www.LEEPacademies.org/DASA/](http://www.LEEPacademies.org/DASA/) to submit a complaint online.

Complaints are kept confidential.

Dignity Act Coordinator: Edgar Sanchez – [esanchez@leepschools.org](mailto:esanchez@leepschools.org)