



Jericho Public Schools

99 Cedar Swamp Road, Jericho, NY 11753

(516) 203-3600

DASA Log

Part 1: To be completed by person reporting incident, receiving complaint and/or investigating incident

Reporter: _____ (student staff parent target witness heard about)

People involved: (attach additional sheets if necessary-Include all information)

Name	Grade/Position	Age	Role	Ethnicity

Type of Bias:

- Race Color Weight/Physical Appearance National Origin Ethnicity
Religion Religious Practice Disability Sexual Orientation Gender
 Expression/Identity Sex Other (describe): _____

DATE: _____ TIME: _____ LOCATION: _____

DESCRIPTION (Attach copies of texts, emails, SM posts etc.): _____

DOES THE SITUATION CONTINUE TO OCCUR? Yes No

If adults were present, what did they do? _____

Was student absent from school as a result? No Yes # of Days: _____

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

You can contact the school administrator, DASA coordinator, counselor, or other staff member with whom you are comfortable at any time for assistance or information.



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Part II: This section is for documenting the school's investigation, to be completed by school leader or designee.

Person Completing Report (if different from above): _____ DATE: _____

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

Founded

Unfounded

DASA Reportable

If unfounded, why? _____

Administrative Action:

Education

Warning

Counseling

Completed by _____

Date Complete: _____

Parent Contact-Target (circle below) Date: _____

Email Phone Meeting

Parent Contact-Offender (circle below) Date: _____

Email Phone Meeting

Detention Date(s) _____

Denial of bus privileges Dates: _____

ISS Date(s) _____

OSS Date(s) _____

Referral to Superintendent Date _____

Referral to Law Enforcement Date _____

Other: _____

Description of plan to eliminate bullying & reduce hostile environment: _____

Follow up review of plan in _____ weeks.

Target's response to plan to determine effectiveness: _____

Additional plan revisions & comments: _____

You can contact the school administrator, DASA coordinator, counselor, or other staff member with whom you are comfortable at any time for assistance or information.