

## **DASA Overall Procedure**

When an incident of an alleged DASA violation is witnessed/experienced/reported by a parent/student/staff member they must provide an oral report to a member of the DASA Committee within 24 hours.

The DASA Committee consists of:

High School: Corie Linehan, Mario Torres, Judy Woodard, Jessica Balch, Stacy Vadney

Elementary: Jessica Etien, Lisa Bundrick, Amy Netti.

***If there is a risk of imminent danger for any parties involved, immediate safety measures will be taken.***

Within 48 hours a completed DASA Bullying/Harassment Complaint Form must be completed by the complainant and provided to a member of the DASA Committee. The DASA Committee will designate a member to lead the investigation.

Upon receipt of the DASA Bullying/Harassment Complaint Form, the investigation must be completed within 10 business days. This timeline may be prolonged under extenuating circumstances, i.e. school vacations, absences, etc.

Following the completion of the investigation, a Summary of Findings Report will be completed within 5 business days. This timeline may be prolonged under extenuating circumstances, i.e. school vacations, absences, etc.

If there is evidence of a direct violation of DASA is founded, an Action Plan for both the victim and the perpetrator will be formulated and implemented immediately.

If there is not sufficient evidence of a direct violation of DASA, other appropriate consequences and/or actions may be taken in accordance with the District's Code of Conduct.

Both the victim and perpetrator will be informed of the final investigative results, both orally and in writing.

All investigation documentation must be provided to the appropriate Dignity Act Coordinator to keep on file. All investigators are recommended to keep a copy of their investigation documentation.