Horseheads Central School District
Dignity for All Students Act (DASA) Incident Report

The Horseheads Central District is committed to providing a safe, supportive environment free from harassment, bullying and discrimination for all students. The District 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 you, or someone else, has been the target of harassment, bullying, cyber-bullying, and/or discrimination, please use this form to report all allegations. The complete form must be presented to the principal of the school to where the alleged targeting has occurred.

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.

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

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 being bullied,
harassed, or discriminated against): _____

Name(s) of alleged offender(s): _____

Date(s) and time(s) of incident(s): _____

School(s) students attend: _____

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)*

☐ On school property
☐ Classroom
☐ Hallway
☐ Bathroom
☐ Cafeteria
☐ Gym
☐ Locker Room
☐ At a school function
☐ On a school bus
☐ Off school property
☐ Electronic Communication
☐ 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.

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

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

☐ Race
☐ Color
☐ Weight/size
☐ National origin
☐ Ethnic group
☐ Religion
☐ Religious practice
☐ Disability
☐ Sexual orientation
☐ Gender
☐ Sex
☐ Other (describe) _____

Names of others who may
have witnessed the incident: _____

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?

Please note: "Please note: You may contact the school administrator, Dignity Act Coordinator, counselor, or other staff member (whoever you are most comfortable with) for information or assistance at any time. Once you have completed this form, present a hard copy or electronic email to the principal of the school to where the alleged targeting has occurred.

For School Leaders or Designee only:

The following section is for documenting the school's investigation to be completed by the school leader and/or designee (i.e. Dignity Act Coordinator)

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

Did the investigation verify that a material incident
of bullying, harassment, and/or discrimination occurred? ☐ Yes ☐ No

If no, why?

Description of plan to eliminate bullying and reduce the hostile environment:

Contact with parents/guardians of target – date: _____

Contact with parents/guardians of aggressor(s) – date: _____

Contact with law enforcement – date: _____

Results:

Remediation: *(Check all that apply)*

☐ Education
☐ Counseling
☐ Disciplinary *(Code of Conduct application)*
☐ Restorative Justice or other program

Describe:

☐ Law Enforcement
☐ Other

Describe:

Who needs to be informed about the plan (respect confidentiality)? *Check all that apply.*

☐ Students ☐ Administration ☐ Parents ☐ School Staff ☐ Other _____

Follow up review of plan (is plan working?) in _____ weeks

Target's response to plan to determine effectiveness:

Additional plan revisions and comments, if needed:

Note: Keep this report on file to calculate yearly data reported to New York State Education Department.