## Southern Cayuga Central School District Dignity for All Students Act –DASA Reporting Form

Southern Cayuga recognizes and upholds the laws set forth by DASA and believe that we are all RESPONSIBLE for ensuring a SAFE environment for our staff and students; An environment that fosters KINDNESS and RESPECT for All, free of prejudice, bullying and harassment.

If you have been a target of, have witnessed, suspect or have been made aware of any situation that may constitute bullying or harassment please complete this form and turn it into Nate Van Hall - DASA Coordinator in the high school guidance office. Reports must be made both verbally and in writing. Please submit this form after verbally notifying the DASA Coordinator of your concern.

**Person Reporting Incident:** 

## Name:\_\_\_\_\_ Date of Verbal Report\_\_\_\_\_ Date of Written Report:\_\_\_\_ **Reason for making Report:** Personally witnessed bullying/harassment taking place. Disclosed to by the target of bullying/harassment. Overheard others talking about someone being bullied/harassed. Have a suspicion that bullying/harassment is taking place. Role: \_\_\_Employee (Room #\_\_\_\_\_Phone Extnesion\_\_\_\_) Student Parent (Phone # Community Member (Phone # **Students Involved:** Target(s): Offender(s): Witnesses:

## Date and Time of Incident:

(Check/Highlight all that apply)			
Basis of Grievance:	Where did the incident	5 Factors - Checklist	Incident Type
(Check all that	Occur?		
apply)			
Harassment	School	Did harm occur	Incident occurring on school
Race	School Bus	through an intentional	property
Ethnic Group	Text/Phone/Internet	act?	Incident occurring at school
National Origin	School Event		event on/off school grounds
Color	School Grounds	Was act committed	Incident involving intimidation or
Religion	Gym	based on discrimination,	abuse but no physical contact or verbal
Religious Practice	Hallways	intolerance, bias, or	threat
Disability	Classroom	imbalance of power?	Incident involving verbal threat but
Gender	Cafeteria		no physical contact
Sexual Orientation	Other	Is the act pervasive or	Incident involving physical contact
Weight		persistent?	but no verbal threat
	When: (MM/DD/YY)		Incident involving both verbal threat
_Bullying		Does act substantially	and physical contact
Physical Aggression	/	interfere with the	Incident involving only student
Social Humiliation		student's academic,	offenders
Cyber Attacks	T' (43.6/D) 6	emotional, social, and/or	Incident involving student and
Isolation	Time: (AM/PM)	physical wellbeing?	employee offenders
Verbal Assaults Threats		T 41 4 C	Incident involving only employee offenders
	T 4: C 4	Is the act a cause of	offenders
Intimidation	Location of nearest camera:	fear of significant stress?	
*Check all that apply	*Check all that apply	*Check all that apply	*Check all that apply
Describe Incident/Co		cheek an that appry	Check air that appry
Describe incluent/Co	incern.		
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rrint Name:		Position/ I	itle:
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Signature of Reporter:			