



DASA Complaint Process and Investigation

In addition to tracking harassment, bullying, and/or discrimination incidents for purposes of district-wide analysis and annual statewide reporting, the DAC will report incident data to the CSSO and CEO periodically throughout the school year, on a schedule to be determined by the CEO.

The Board of Trustees shall receive the annual School Safety and the Educational Climate (SSEC), as well as other relevant data, for each school and for the district as a whole, with particular attention to the trends in incidents of harassment, bullying, and/or discrimination. Based on the review of the data, the Board of Trustees may consider further action, including, but not limited to, modification of this policy and additional training. The School must ensure that they report such information to the public in a manner that complies with student privacy rights under the Family Educational Rights and Privacy Act ("FERPA")

Reporting and Investigating

Personnel at all levels are responsible for reporting harassment of which they have been made aware to their immediate supervisors. Any students who believe they are being subjected to harassment, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, shall report the harassment to any staff member or to the CSSO and/or CAO. A staff member who witnesses harassment or who receives a report of harassment shall inform the CSSO and/or CAO. The CSSO/CAO shall promptly investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the school to investigate allegations of harassment. Follow-up inquiries and/or appropriate monitoring of the alleged harasser and victim shall be made to ensure that harassment has not resumed and that those involved in the investigation of allegations of harassment have not suffered retaliation. Material incidents of discrimination and harassment on school grounds or at a school function will be reported to the State Education Department as required by law.

Mandated Reporting

NCHS cares deeply about the health, safety, and well-being of our students, caregivers, and community. Under New York law, all School employees are required to report suspected child abuse, maltreatment, or neglect when they have a reasonable belief that such abuse is occurring or has occurred.

Mandated Reporting of Abuse & Neglect



Under **NY Soc. Serv. Law § 413**, all staff are “Mandated Reporters.” A

1. **Reasonable Cause Standard** – If a staff member has reasonable cause to suspect child abuse or neglect, they must immediately call the **Statewide Central Register (SCR) at 1-800-635-1522**.
2. **Immediate Internal Notice** – After the SCR call, the reporter informs the CSSO, DSECE, or Chief Academic Officer (CAO), completes the *LDSS-2221A* form within **48 hours**.
3. **Confidentiality** – The identity of the reporter is kept confidential except as required by law.
4. **Protections** – Mandated reporters are immune from civil liability when acting in good faith and are protected from retaliatory personnel action.
5. **Training** – Annual NYSED-approved Child Abuse Identification & Reporting training is required for all school employees.

Employees who suspect or have reason to believe that a child may be a victim of abuse or neglect are required by law to report their concerns immediately. If an employee is ever uncertain about whether a report should be made, they are encouraged to consult with the School Administration for guidance. It is important to note that employees are protected under the law and are not committing any offense by making a report in good faith, even if the report is later found to be unfounded or unsubstantiated. The priority is always the safety and well-being of the child, and reporting in good faith helps ensure that appropriate steps can be taken to investigate any concerns.