



SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

Office of Student Support Services

Patricia Clark, Chief Ombuds / Student Support Services Officer

DASA Investigation Form

(FOR EMPLOYEE OR OFFICE USE ONLY)

Name of person receiving complaint: _____ Position: _____

Day/Date complaint received: _____ Time complaint received: _____

Investigation Initiated By: _____ Principal VPrincipal DASA Coord.

on Day & Date: _____

Please ask the student to recount the incident(s) leading to the complaint and record the student's statements and review the complaint form with the student. If the questions on the complaint form were not completed, please request information from the complaining student and complete the form.

Is the conduct complained of recurring? Yes No, this was the first incident

If the answer above is yes, please list as many of the dates of conduct as possible:

Is there documentary evidence of the conduct? (emails, texts, tweets, letters, photos, etc.) Yes No

If so, please list types of documentary evidence and request same from student:

Name of individuals who the student has identified as having witnessed the reported harassment, bullying or discrimination or who the student may have spoken to about the conduct. All direct witnesses must be interviewed unless there is a compelling reason to exclude the individual.

Name	Position (student, employee, include school)	Witness (y/n)

Name of individuals who were interviewed (written/video statements should be obtained if possible)

Name	Position (student, employee, include school)	Statement (y/n)

How did the conduct affect the student?

Did this make the student feel: Unsafe? _____ Scared? _____
Demeaned/Humiliated? _____ Angry? _____

How did the student react to what occurred? _____

Has this affected the student in class or in school in general? _____

Any resulting injury or treatment? _____

Ask the student/parent what do they think should be done about the situation? _____

If the student feels unsafe, what does the student think would make him/her feel safer in school settings?

Interim steps taken to protect safety of affected student(s): _____

Factual findings: Please indicate whether the conduct alleged to have occurred has been **__VERIFIED;**
__IS NOT VERIFIED; or **__ CANNOT BE DETERMINED** and explain below

NOTE: *An allegation does not necessarily need to be directly corroborated in order to be considered verified. Conclusions should be reached by a substantial evidence standard of proof, i.e. relevant evidence exists that a reasonable person would accept as adequate to support conclusion. Verified factual allegations shall be reviewed by _____ to determine whether conduct constitutes a violation of the District's Code of Conduct, DASA policy, or both. All violations of the DASA policy must be reported to NYSED.*

Recommended Actions:

Written report after investigation submitted to: _____ **Position:** _____

on Day & Date: _____ **at time:** _____

Actions Taken: _____ Staff: _____ Date: _____

_____ Staff: _____ Date: _____

_____ Staff: _____ Date: _____

_____ Staff: _____ Date: _____

FOR ADMINISTRATIVE PURPOSES ONLY – Please Indicate if Report Involved:

Material Incident of Harassment, Bullying, or Discrimination on Basis of:	Race (a)	Ethnic Group (b)	National Origin (c)	Color (d)	Religion (e)	Religious Practice (f)
	Disability (g)	Gender (h)	Sexual Orientation (i)	Sex (j)	Weight (k)	Other (m)

Material Incident of Harassment, Bullying, or Discrimination that:	Occurred	1a	On School Property		
		1b	At a School Sponsored Function Off School Grounds		
	Involved	2a	Intimidation or Abuse but No Physical Contact		
		2b	Verbal Threat(s) but No Physical Contact		
		2c	Physical Contact but No Verbal Threat(s)		
		2d	Both Verbal Threat(s) & Physical Contact		
	Involved	3a	Only Student Offenders		
3b		Only Employee Offenders			
3c		Both Student and Employee Offenders			
Material Incident of	Involved	1a	Intimidation or Abuse but No Threat (s)		
		1b	Threat(s)		
		2a	Only Student Offenders		

Cyberbullying that:	Involved	2b	Only Employee Offenders	
		2c	Both Student and Employee Offenders	