



DASA INCIDENT REPORT

Definition of Harassment, Bullying or Discrimination

The Dignity for All Students Act requires investigations of all allegations involving harassment (also referred to as bullying) of a student based on the student/s actual or perceived race, color, weight, national origin, ethnic group, religion, disability, sexual orientation, religious practice, gender (identity or expression), sex or other personal characteristic that occurs either on school grounds or at a school sponsored function that are perpetrated by another student or district employee that also includes cyberbullying, that involves the use of electronic communications) off school grounds when it creates or would foreseeable create a substantial disruption to the student in the school environment because it might reach school grounds.

Harassment may involve a single incident that is so pervasive or a series of incidents, whether verbal or nonverbal that creates for the student a hostile environment that unreasonable and substantially interferes with the student's educational performance, opportunities or benefits or mental, emotional or physical well-being OR reasonable causes or would reasonable be expected to cause a student to fear for his or her physical safety or fear damage to the student' property or cause the student physical injury or emotional harm.



Westport Central School District



DASA INCIDENT REPORT

Your statement is very important to our investigation of alleged student harassment. All efforts will be made to keep the information you provide confidential. If anyone should seek to retaliate against you for making this report, we urge that you report it immediately. Retaliation of any kind shall not be tolerated and shall result in immediate disciplinary action.

PLEASE PRINT OR TYPE

DATE OF REPORT: _____

1. Name of Reporter/Person Filing the Report: _____

2. Contact Information:

E-mail address: _____

Work Telephone number: _____

Home telephone number: _____

Cell phone number: _____

Address: _____

Other (please specify): _____

{Please designate when, where, and how you prefer to be reached}

3. I am student _____ parent _____ employee _____

- I am the target of the alleged harassment _____

4. SOURCE OF INFORMATION REPORTED

- I received a report of harassment/bullying or discrimination _____

Report made by: _____

- I observed harassment/bullying or discrimination _____

- Other _____

5. Name(s) of target(s) of alleged bullying, harassment:

6. Names of alleged aggressor(s): _____

7. The target was harassed because of his/her actual or perceived (check all that

apply)

Race ____ Color ____ Weight ____ National Origin ____

Ethnic Group ____ Religion ____ Disability ____ Sexual Orientation ____

Religious Practice ____ Gender (identity or expression) Sex ____ Other Personal

Characteristic Indicate: _____

Date(s) of Incident(s): _____

8. Did the incident(s) you are reporting involve the use of electronic/digital communication?

____ Yes ____ No

If yes, how did you become aware of the electronic/digital communication?

If available, please provide a link to the site or any pictures or downloads of the site if you have access.

9. Describe to the best of your ability what you observed for each incident listed. (Please provide as many details as you can recall including the names of all persons who participated in the alleged harassment).

A. Incident 1: _____

i. Date/time: _____

ii. Target(s): _____

iii. Agressor(s) _____

iv. Location: _____

v. Description _____

vi. Potential Witness(es):

_____ Student ____ Staff ____ Other ____

_____ Student ____ Staff ____ Other ____

_____ Student ____ Staff ____ Other ____

B. Incident 2: _____

- i. Date/time: _____
- ii. Target(s): _____
- iii. Agressor(s) _____
- iv. Location: _____
- v. Description _____

- vi. Potential Witness(es):
 - _____ Student ___ Staff ___ Other ___
 - _____ Student ___ Staff ___ Other ___
 - _____ Student ___ Staff ___ Other ___

C. Incident 3: _____

- i. Date/time: _____
- ii. Target(s): _____
- iii. Agressor(s) _____
- iv. Location: _____
- v. Description _____

- vi. Potential Witness(es):
 - _____ Student ___ Staff ___ Other ___
 - _____ Student ___ Staff ___ Other ___
 - _____ Student ___ Staff ___ Other ___

D. Incident 3: _____

- i. Date/time: _____
- ii. Target(s): _____
- iii. Agressor(s) _____
- iv. Location: _____
- v. Description _____

- vi. Potential Witness(es):
 - _____ Student ___ Staff ___ Other ___
 - _____ Student ___ Staff ___ Other ___
 - _____ Student ___ Staff ___ Other ___

10. Do you know the person(s) involved? If so, what is your relationship to them, if any (e.g. friend, acquaintance, classmate, other.)

Agressor(s) (list by name)

Relationship (if none so state)

11. To the best of your knowledge did the target and aggressor(s) have any prior relationship/history?

YES ____ NO ____ I DON'T KNOW ____

(If YES, please explain)

12. POTENTIAL WITNESSES (people who may have been present or observed the reported incident: (please use additional space if necessary).

Student ____ Staff ____ Other ____

Student ____ Staff ____ Other ____

13. ANY OTHER INFORMATION YOU BELIEVE MAY ASSIST IN THIS INVESTIGATION:

Signature of Person Filing this Report

Date

(Except for Employees of the District, a reporter is not required to sign this report).

Form submitted to: _____

Position: _____ Date: _____

Signature: _____

Date Received: _____

-end-



Westport Central School District



DASA INCIDENT REPORT AND FINDINGS

THE INVESTIGATION

1. Investigator(s): _____

Position(s): _____

2. If the allegations involved a suspected crime, to whom was the incident reported?

Date of Report: _____

Outcome of Criminal Investigation (if any):

3. **Interviews Conducted:**

a) Interviewed Target

Name: _____ Date: _____

b) Interviewed Target's Parents: _____ Date: _____

Names: _____ Date: _____

c) Interviewed Witnesses

Name: _____ Date: _____

Statement Obtained _____

Name: _____ Date: _____

Statement Obtained _____

Name: _____ Date: _____

Statement Obtained _____

Name: _____ Date: _____

Statement Obtained _____

d) Interviewed Alleged Aggressors

Name: _____ Date: _____

Statement Obtained _____

Name: _____ Date: _____

Statement Obtained _____

Name: _____ Date: _____

Statement Obtained _____

Name: _____ Date: _____

Statement Obtained _____

e) Parent(s) of Alleged Aggressor(s) Interviewed:

Name: _____ Date: _____

Statement Obtained _____

Name: _____ Date: _____

Statement Obtained _____

4. Evidence reviewed or collected {List and describe}

5. Observed site of alleged Incident:

1. Summary of Allegations: {include date, time, reporter and nature of allegations}

II. Definition of Harassment, Bullying or Discrimination

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Harassment may involve a single incident that is so pervasive or a series of incidents, whether verbal or nonverbal that creates for the student a hostile environment that unreasonable and substantially interferes with the student’s educational performance, opportunities or benefits or mental, emotional or physical well- being OR reasonable causes or would reasonable be expected to cause a student to fear for his or her physical safety or fear damage to the student’ property or cause the student physical injury or emotional harm.

III. Based on the investigation, do the alleged actions, if true, constitute bullying, harassment or discrimination?

Yes No

If NO, why not? {Explain}

A. If not bullying or harassment, does the conduct, if true, involve a violation of the district’s code of conduct?

Yes No

B. If Yes ---what actions, if any, were taken?

IF THE ALLEGATIONS DESCRIBED ABOVE CONSTITUTE HARASSMENT AS DEFINED IN ABOVE, CONTINUE.

I. If the allegations, if true, constitute harassment as defined above, describe investigation {summarize statement of those interviewed, and scope of investigation}

II. Based on the investigation described above, list statement of findings of fact {be specific}

III. **Conclusions:** Based on the findings of facts outlined above (use checklist below):

I find that the evidence does **NOT** support a finding that the incident(s) reported were either

a) persistent or pervasive because (explain)

b) created a hostile environment because (refer to checklist):

____ They did not unreasonable and substantially interfere with the student's educational performance, opportunities or benefits (explain)

____ They did not unreasonable and substantially interfere with the student's mental, emotional or physical wellbeing (explain)

c) Neither reasonable caused or would reasonable be expected to cause

____ The targeted student to fear for his/her safety or hear that his/her property would be damaged OR

____ Physical injury or emotional harm to the targeted student

- I find that the student was a target of harassment.
- I find insufficient evidence to conclude that the student was a target of harassment.
- I find that due to the complainant's lack of cooperation in the investigation, there is insufficient evidence to support the allegations.
- I find a lack of evidence to support a finding that harassment occurred.
- Based on my investigation, I find the allegations were not made in good faith.

IV. **APPENDIX:** include the exhibits gathered in the investigation with a table of contents.