

BULLYING

**San Diego Unified School District
BULLYING AND INTIMIDATION INCIDENT
SCHOOL INVESTIGATION REPORT SUMMARY**

Date/Time of Incident _____ School _____

Date of Report _____ Principal/Designee _____

Information about the Student (Victim)

Name _____ ID # _____ M/F _____

Ethnicity _____ School _____ Grade _____

IEP/504 Plan: Yes/No

Address _____ Phone # _____

Other information: _____

Information about the Person Reporting the Incident

Name: _____

Phone: _____

E-Mail: _____

Check One: Victim Other Student Principal/Designee Parent/Guardian Volunteer
 Staff (specify position) _____ Anonymous Other

**Information about the Student(s)
(Alleged Perpetrators)**

Name _____ ID # _____

School _____ Grade _____

Other information: _____

Name _____ ID # _____

School _____ Grade _____

Other information: _____

Name _____ ID # _____

School _____ Grade _____

Other information: _____

BULLYING (continued)

INVESTIGATION REPORT SUMMARY

Where did the Incident Happen? (check all that apply)

- At school (on school grounds)
 - At a school activity (off school grounds)
 - While going to or coming from school
 - During lunch period
 - On the school bus
 - Via electronic communication that impacts the learning environment
 - Other location under the SDUSD jurisdiction (Specify): _____
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Which statement(s) best describe what happened? (check all that apply)

- Teasing
 - Social Exclusion
 - Threats
 - Intimidation
 - Sexual, religious or racial harassment
 - Public humiliation
 - Physical violence
 - Extortion/Theft
 - Stalking
 - Destruction of property
 - Spreading false rumors
 - Cyberstalking/Cyberbullying
 - Electronic act (i.e., Internet, e-mail, cell phone, wireless or hand-held device)
 - Retaliation
 - Physical injury
 - Emotional injury
 - Other (Specify): _____
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What actions were taken to investigate this incident? (check all that apply)

- Interviewed student (victim)
- Collected written student (victim) statement
- Interviewed student(s) (alleged perpetrators)
- Interviewed witnesses
- Collected written witness statements (Witness Declaration Form)
- Interviewed school nurse
- Reviewed any medical information available

BULLYING (continued)

- Interviewed teachers and/or school staff
 - Interviewed student's (victim) parent/guardian - Date
 - Interviewed students' (alleged perpetrators) parents/guardians - Date
 - Conducted student record review
 - Examined physical evidence
 - Contacted School Police
 - Other (Specify): _____
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What corrective actions were taken in this case? (check all that apply)

- None required, this was a false allegation
 - None, the incident did not warrant any corrective action
 - Student (alleged perpetrator) conference
 - Student (alleged perpetrator) warning
 - Letter of apology
 - Safety plan for victim
 - Medical attention
 - Mediation
 - Counseling
 - Parent/guardian letter
 - Parent/guardian phone call
 - Parent/guardian conference
 - Behavior plan for alleged perpetrator
 - Detention
 - In-school suspension
 - Out-of-school suspension
 - Expulsion
 - Other (Specify): _____
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Was the incident related to perceived sexual orientation or gender expression? Yes No

Other pertinent information regarding the investigation: _____

What interventions were taken with alleged perpetrator to prevent future behavior? _____

BULLYING (continued)

What follow-up has taken place with the victim? _____

Principal/Designee Signature _____

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Report Dissemination:

1. Record information in site log.
2. Attach all investigation notes/documents.
3. Enter site-based prevention curricula and activities and individual and group interventions in PowerSchool.
4. Forward a copy of report and attachments to the Quality Assurance Office for issuance of a district tracking number and for district-wide data compilation and reporting purposes. A copy of the report may also be sent to the appropriate Area Superintendent.
5. Maintain confidentially in student files in accordance with the Family Educational Rights and Privacy Act, 20 USC § 1232g.