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		Other information:
ID #		
M/F		
Ethnicity		
School		
Grade		
IEP/504 Plan	Yes/No	
Address		
Phone #		

Information about the Person Reporting the Incident	
Name:	
Phone:	
E-Mail:	
Check One:	Victim ☐ Other Student ☐ Principal/Designee ☐ Parent/Guardian ☐ Staff (specify position) _____ ☐ Volunteer ☐ Anonymous ☐ Other ☐

Information about the Student(s) (Alleged Perpetrators)		
Name		Other information:
ID #		
School		
Grade		
Name		Other information:
ID #		
School		
Grade		
Name		Other information:
ID #		
School		
Grade		

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):
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):
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
	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):
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):
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?	
What follow-up has taken place with the victim?	

Principal/Designee Signature _____

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.*