

**San Diego Unified School District
Bullying, Harassment, or Intimidation Incident
School Investigation Report**

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 | |
| Address | |
| Phone # | |

| Information about the Person Reporting the Incident | |
|--|---|
| Name: | |
| Phone: | |
| E-Mail: | |
| Check One: | Victim <input type="checkbox"/> Other Student <input type="checkbox"/> Principal/Designee <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Staff (specify position) _____ <input type="checkbox"/> Volunteer <input type="checkbox"/> Anonymous <input type="checkbox"/> Other <input type="checkbox"/> |

| 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) | |
|---|--|
| <input type="checkbox"/> | At school (on school grounds) |
| <input type="checkbox"/> | At a school activity (off school grounds) |
| <input type="checkbox"/> | While going to or coming from school |
| <input type="checkbox"/> | During lunch period |
| <input type="checkbox"/> | On the school bus |
| <input type="checkbox"/> | Via electronic communication that impacts the learning environment |
| <input type="checkbox"/> | Other location under the SDUSD jurisdiction (Specify): |
| Which statement(s) best describe what happened? (check all that apply) | |
| <input type="checkbox"/> | Teasing |
| <input type="checkbox"/> | Social Exclusion |
| <input type="checkbox"/> | Threats |
| <input type="checkbox"/> | Intimidation |
| <input type="checkbox"/> | Sexual, religious or racial harassment |
| <input type="checkbox"/> | Public humiliation |
| <input type="checkbox"/> | Physical violence |
| <input type="checkbox"/> | Extortion/Theft |
| <input type="checkbox"/> | Stalking |
| <input type="checkbox"/> | Destruction of property |
| <input type="checkbox"/> | Spreading false rumors |
| <input type="checkbox"/> | Cyberstalking/Cyberbullying |
| <input type="checkbox"/> | Electronic act (i.e., internet, e-mail, cel phone, wireless or hand-held device) |
| <input type="checkbox"/> | Retaliation |
| <input type="checkbox"/> | Physical injury |
| <input type="checkbox"/> | Emotional injury |
| <input type="checkbox"/> | Other (Specify): |
| What actions were taken to investigate this incident? (check all that apply) | |
| <input type="checkbox"/> | Interviewed student (victim) |
| <input type="checkbox"/> | Collected written student (victim) statement (Victim Declaration Form) |
| <input type="checkbox"/> | Interviewed student(s) (alleged perpetrators) |
| <input type="checkbox"/> | Interviewed witnesses |
| <input type="checkbox"/> | Collected written witness statements (Witness Declaration Form) |
| <input type="checkbox"/> | Interviewed school nurse |
| <input type="checkbox"/> | Reviewed any medical information available |
| <input type="checkbox"/> | Interviewed teachers and/or school staff |
| <input type="checkbox"/> | Interviewed student's (victim) parent/guardian |
| <input type="checkbox"/> | Interviewed students' (alleged perpetrators) parents/guardians |
| <input type="checkbox"/> | Conducted student record review |
| <input type="checkbox"/> | Examined physical evidence |
| <input type="checkbox"/> | Contacted School Police |
| <input type="checkbox"/> | Other (Specify): |
| What corrective actions were taken in this case? (check all that apply) | |
| <input type="checkbox"/> | None required, this was a false allegation |
| <input type="checkbox"/> | 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?

Other pertinent information regarding the investigation:

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

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What follow-up has taken place with the victim?

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|--|

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 Zangle Behavior Tracking.
4. Forward a copy of report and attachments to Race, Human Relations and Advocacy Department 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.