

**SANBORN REGIONAL SCHOOL DISTRICT**  
**SRSD File: JICK-R2**

**Pupil Safety and Violence Prevention (Bullying) Investigation Report Form**

**Directions:** This form, or an equivalent written record including pertinent information, should be completed and copies provided to the building Principal, Assistant Principals and other personnel as appropriate. If discipline is imposed, this report, or its equivalent should be included in the perpetrator's discipline file.

\_\_\_ Bakie Elem.      \_\_\_ Memorial Elem.      \_\_\_ Sanborn M.S.      \_\_\_ Sanborn H.S.

Person Investigating Report: \_\_\_\_\_ Date: \_\_\_\_\_

When did the investigation begin, and who was involved in the investigation?

Staff involved: \_\_\_\_\_ Date begun: \_\_\_\_\_

Name(s) of those interviewed:

Name: _____	___ Student	___ Staff	___ Other
_____	___ Student	___ Staff	___ Other
_____	___ Student	___ Staff	___ Other
_____	___ Student	___ Staff	___ Other

Summary description of the incident. Attach additional documentation as needed:

Which best describes the incident:

A “single significant incident”       A “pattern of incidents”       Neither

What impact did the action have on the alleged victim? Choose all that apply:

Physical harm to victim or damage to victim’s property       Emotional distress to the victim  
 Interference with the victim’s educational opportunities       Creation of a hostile educational environment  
 Substantial interference with the orderly operation of the school  
 Creation of an imbalance of power between perpetrator and victim       None of these

**Conclusion:** For a finding of bullying, there must be, “*a single significant incident, or a pattern of incidents, involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil*” which meets one of the criteria listed under the impact section above.

**Was there a finding of bullying in this incident / allegation?**

Yes       No

**Consequences / Follow up:** Describe the consequences, if any for those involved, and the follow up undertaken by school staff, parents, and others. This should include dates / times of parent contact. Attach parent letters.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date