San Benito Consolidated Independent School District
Administrative Investigation Report for Bullying/Harassment

Administrator Completing Report: _____ Title: _____

Campus: _____ Date Report Completed: _____

Alleged Target Student's Name: _____ Grade: _____ ID#:_____

Alleged Perpetrator's Name(s): _____ Grade: _____ ID#:_____

_____ Grade: _____ ID#:_____

_____ Grade: _____ ID#:_____

Parent(s) of Target Student notified? ❑ Yes ❑ No If yes, date of notice: _____

_____

If no, why not: _____

_____

_____

_____

_____

Parent(s) of Perpetrator(s) notified? ❑ Yes ❑ No If yes, date of notice: _____

_____

If no, why not: _____

_____

_____

_____

_____

_____

_____

_____

INVESTIGATION INTERVIEWS:

Date of Interview	Individual Interviewed	Identity: Witness, Target, or Perpetrator	Summary of Information Obtained (*refer to administrator's notes for more information*)

INTERIM MEASURES: Please check the interim measures, if any, taken during the course of the investigation to ensure student safety and prevent further potential misconduct:

- ❒ I directed my campus staff to monitor students and report to me immediately any conduct by a student that could indicate bullying or harassment. Date of notification to staff: ___
- ❒ Students were placed in separate classrooms.
- ❒ Alleged perpetrator was disciplined. Describe: _____
  _____
  _____
  _____
- ❒ Counseling offered/provided to the alleged target student.
- ❒ If an act or threat of violence or assault was an element of this incident, a report was made to the _____ (law enforcement division) on _____(date).
- ❒ Other (please describe) _____
  _____

INVESTIGATION DETERMINATION: (REFER TO THE SIX STEP ANALYSIS TO DETERMINE IF BULLYING/HARASSMENT OCCURRED)

- ❒ Bullying conduct did not occur because _____
- ❒ Bullying conduct did occur because _____

  The Target Student □ did □ did not use reasonable self-defense to respond to the bullying. Describe: _____

  _____

  _____
- ❒ Harassing conduct did not occur because _____
- ❒ Harassing conduct did occur because_____

ACTIONS TAKEN IN RESPONSE TO INVESTIGATION FINDINGS:

- ❒ The Target Student and Perpetrator Student will be separated at the following times & locations:

  _____

  _____

  _____
- ❒ Permanent schedule change(s) will be made to separate students
- ❒ The following Student(s) were found to have engaged in misconduct and/or bullying/harassment and will be disciplined in accordance with the Student Code of Conduct:

  _____

  _____
- ❒ The following Student(s) were found to have engaged in misconduct and will have privileges removed as documented below:

  _____

  _____
- ❒ A Stay-Away Agreement will be put in place
- ❒ An additional staff monitor will be assigned to supervise the students
- ❒ A staff escort will be assigned to the Target Student or Perpetrator

- ❒ The ☐ Perpetrator Student or the ☐ Target Student will receive a campus transfer
- ❒ Appropriate counseling options provided/offered to the Target Student
- ❒ Other educational services provided/offered to the Target Student
- ❒ The Target Student will have an opportunity to make up lost school work
- ❒ Counseling options offered/provided to the student witnesses and or student(s) found to have engaged in bullying or harassing conduct
- ❒ A report was made to the _____ (*law enforcement division*) on _____(*date*)
- ❒ Additional staff training is or will be scheduled
- ❒ Other (please describe)_____

  _____

  _____

If needed, summarize any follow-up actions taken or needed to address misconduct and prevent further bullying or harassment (refer to the Ideas and Strategies to Address Bullying/Harassment as needed):

_____

_____

_____

_____

_____

_____

_____

_____

Additional comments:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Name of Administrator Completing Report: _____

Signature of Administrator: _____ Date: _____

A copy of this report has been sent to:

- ❑ Superintendent
- ❑ Title IX Coordinator
- ❑ Special Education or Section 504 Coordinator
- ❑ Other _____

Are there any documents* attached to this report? ❒ Yes ❒ No

**The investigating administrator's detailed interview notes may be retained separately or attached to the completed report.*