



Safe School Climate Specialist Investigation Summary Report

Refer to AR-5131.911 for more information

School _____ School Climate Specialist _____

Person(s) Reporting Incident _____

Student target of mean behavior Student Witness Parent/Guardian Employee Other

Name(s) and grade(s) of reported victim(s) _____

Has the student been absent as a result of this incident? Yes, total days _____ No Unknown

Name(s) of reported offenders	Age	School	Grade
_____	_____	_____	_____
_____	_____	_____	_____

Names (s) of potential Witnesses	Age	School	Grade
_____	_____	_____	_____
_____	_____	_____	_____

Please check after ALL parents/guardians have been notified that a complaint is being investigated.

Location

On school property On the school bus Off school property Electronic Unknown

Incident Description

In the area below provide detailed description of the incident.



Investigation Notes

In the area below provide a description of the steps taken during the investigation process. Be sure to include the start and end dates as well as the dates of interviews with any relevant persons connected to the incident and attach any documentation collected or provided.

Documentation Attached

Findings

In the space below, provide an executive summary of your findings. Refrain from using student names.

Conclusion

In the space below explain whether or not this is a verified case of bullying. Refer to AR 5131.911 for the definition of bullying



Actions Taken

In the area below provide a description of the actions taken as a result of the outcome of your investigation. Be sure to include all disciplinary and non-disciplinary measures.

Did this incident appear to be sexual harassment? Yes No

If yes, send a copy to Title IX District Coordinator, Wendy Kopazna

Documentation Attached

Submission Checklist (Attach all required documents and submit a copy to the Safe School Climate Coordinator for all verified acts of bullying)

- Report Form (Student, Staff or Parent)
- Witness Statements
- Parent Notification Letter(s)
- Records of Parent meetings (PowerSchool log, letters, minutes)
- Investigation Summary

School Climate Specialist **Date:** _____

Building Administrator **Date:** _____