SAN LEANDRO UNIFIED SCHOOL DISTRICT

STUDENT BULLYING REPORT FORM

It is the intent of the San Leandro Unified School District to provide a process for students, parents, and members of the community to address complaints of bullying to appropriate district personnel and to receive a prompt response to this complaint without fear of retaliation.

It is also the intent of the District to protect students or personnel from unfair and unfounded accusations, to conduct a prompt and reasonable investigation, and to resolve any complaints in accordance with district policies and procedures. Complaints shall be investigated in a manner that protects the confidentiality of the parties.

Submission of this report form is encouraged; however, oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Any student who feels she/he is a victim of bullying should immediately contact a teacher, counselor, principal, or staff person. Staff shall assist students and/or parents/legal guardians in completing the bullying complaint form, as requested.

Name of Student_____ Date of Report _____
Parent/Guardian/Community Member (filing this complaint on behalf of a student) _____
_____
Person(s) your complaint involves _____
Date(s) of Incident _____
Where did the incident take place? _____
Did you report this incident of bullying? ____ Yes ____No
If yes, to whom? _____ When? _____

Please describe your complaint in as much detail as possible. (Use extra sheets of paper if necessary.)
_____
_____
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Attach any documents related to this complaint.

_____
Signature Date

Please submit this form to the school principal. If you need assistance completing this form, please contact the school principal.