REVISED REPORT FORM

E(1) 5131.8

SAN LEANDRO UNIFIED SCHOOL DISTRICT
BULLYING REPORT FORM

Complaints shall be investigated in a manner that protects the confidentiality of the parties as appropriate. 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.

Section I: Initial Notification of the Incident or Complaint

Name of Student making report_____ 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? _____

Section II: Investigation of Incident or Complaint

Did you report this incident of bullying? (Circle one) Yes No
If yes, to whom? _____When? _____
Please describe your complaint in as much detail as possible. (Use extra sheets of paper if necessary.)

_____

_____

Attach any documents related to this complaint.

Section III: Actions and Consequences/Discipline

Complainant (person making complaint) informed about results of investigation and actions to be taken, and counseled about reporting any future recurrence or attempts at retaliation. (Circle one) Yes No
If no, explain: _____

_____

Appeal process described to victim's parent/legal guardian. (Circle one) Yes No
If No, explain:_____

Harasser (person who complaint is made against) informed about retaliation and disciplinary action if incident recurs. (Circle One) Yes No
If no, explain:_____

_____

Section IV: Resolution

Disposition_____Substantiated_____Unsubstantiated_____Partially substantiated

Signature _____ Date _____

Please submit this form to the school principal. If you need assistance completing this form, please contact the school principal. Complaints will be investigated and resolved with 30 school days of receipt of this form. (Forward copy to Student Support Services).

Exhibit
POLICY COMMITTEE: October 11, 2012
BOARD APPROVAL: October 16, 2012

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California

revised