

2060 Challenger Dr., Alameda, CA 94501 | Phone: 510.337.7000

STUDENT to STUDENT HARASSMENT REPORT

INSTRUCTIONS: *This form should be used to report alleged or observed incidence(s) of student bullying, discrimination, intimidation, harassment and/or sexual harassment.*

Date completed:	School:
Person Reporting Incident Name:	
Check the appropriate box: ☐ Student (Harassed) ☐ Student (Witness/Bystander) ☐ Parent/Guardian ☐ School Staff ☐ Other (specify)	

Name of the harassed student:
Harassed student permanent ID # or date of birth:

Date(s) of incident:		
Time(s) of incident:		
Location(s) of incident:		

Name(s) of alleged offender(s):	

Name(s) and title of witness(es):	

Check next to the statement(s) that best describes what happened (choose all that apply):

☐ Bullying
 ☐ Harassment
 ☐ Intimidation
 ☐ Discrimination
 ☐ Sexual harassment

Description of the incident(s):
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To be completed by the school principal or designee:

Date received:

NOTE: All bullying, harassment, intimidation, discrimination complaints shall be investigated and resolved within 15 school days of the filing of a complaint.

Submitted to:

Action taken with regards to both the harassed student and the alleged offender(s):

Parent of harassed student notification by:

Notified by: ☐ Phone ☐ Letter ☐ Conference **Date of contact:**

Attempted parent phone contact (to no avail):

Parent of alleged offender(s) notification by:

Notified by: ☐ Phone ☐ Letter ☐ Conference **Date of contact:**

Attempted parent phone contact (to no avail):

Allegations:

☐ **Substantiated**

Explanation:

☐ **Unsubstantiated**

Explanation:

☐ **Partially substantiated**

Explanation:

Name of administrator completing this section:

Title:

Date:

Administrator Signature:

Principal name:

Date:

Principal Signature:

NOTE: Within **15** school days after receiving the complaint, the principal/designee shall conclude the investigation and shall enter relevant information into Aeries regarding the allegation(s) and/or prepare a written report of her/his findings. This timeline may be extended for good cause. If an extension is needed, the principal/designee shall notify the student or parent/guardian and explain the reasons for the extension. If a student or parent/guardian on behalf of the student disagrees with the resolution of this complaint, she/he may file an appeal to Jodi McCarthy, Coordinator of Student Services, (510) 377-7000 ext. 77094 within **15** calendar days.