

NOVATO UNIFIED SCHOOL DISTRICT

EXHIBIT A

Series 5000

EX 5131.2

BULLYING COMPLAINT FORM

It is the intent of the Board of Trustees 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 Board of Trustees 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 school and 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 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.) Attach any documents related to this complaint.

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Signature

Date

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