

Form A: *To be completed by individuals who wish to report an incident of bullying, including parents, students, teachers, and staff.*

Instructions for completing-Bullying Reporting Form A

Form A: "PAUSD Bullying Incident Form"

To be completed by individuals who wish to report an incident of bullying, including parents, students, teachers, and staff.

1. Fill out the form completely including the name of the target and aggressor (perpetrator of bullying behavior).
2. If there are any witnesses to the incident, please note their names.
3. Please note when and where the incident occurred as well as if this is an ongoing issue.
4. Check all boxes that describe what behavior occurred.
5. Provide a narrative of what you observed or understand to have occurred.
6. Attach any documents related to this complaint, such as letters, pictures, additional statements, etc.)
7. Please include your name and contact information so that the school administrator may contact as needed.

Form A: To be completed by individuals who wish to report an incident of bullying, including parents, students, teachers, and staff.

**Palo Alto Unified School District
Bullying Incident Form**

Bullying is serious and will not be tolerated in the Palo Alto Unified School District. **If you wish to report an incident of alleged bullying**, either contact the principal or school staff or complete this form and return it to the school so that staff can investigate the matter. In addition, we encourage you to work directly with school staff as they take steps to resolve problems and assure the safety of all parties.

Date of Report: _____

Name (s) of targets(s) of bullying:	Age	Grade	School

Name(s) of alleged aggressor(s):	Age	Grade	School

Name(s) of witness(es):

When did the incident(s) happen? (Include date and time.)

Where did the incident(s) occur?

Please check the box or boxes next to the statement(s) that best describes what happened (choose all that apply):

<input type="checkbox"/> Teasing	<input type="checkbox"/> Physical Violence	<input type="checkbox"/> Intimidation	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Hurtful, demeaning remarks or actions	<input type="checkbox"/> Public Humiliation	<input type="checkbox"/> Extortion	<input type="checkbox"/> Aggression encouraged by others
<input type="checkbox"/> Maliciously excluding from group	<input type="checkbox"/> Cyberbullying	<input type="checkbox"/> Stalking	<input type="checkbox"/> Rumors or Spreading Falsehoods
<input type="checkbox"/> Defacing clothing or other property	<input type="checkbox"/> Threat	<input type="checkbox"/> Theft	<input type="checkbox"/> Other

Give a brief description of the incident(s) and/or your concerns. (Use reverse side if necessary)

Attach any documents related to this complaint

Did a physical injury result? Please check one of the following:
 No Yes, but it did not require medical attention Yes, and it required medical attention

Do you know of other incidents of bullying directed at this student? Yes No

Name of person reporting incident(s)? (You may report anonymously) _____
 Relationship to Student _____ Telephone: _____
 Signature: _____ Date: _____

For Office Use Only	
Administrator Receiving Report:	Date

Form B: To be completed by administrator investigating incident/s of bullying.

Instructions for completing-Bullying Reporting Form B

Form B: PAUSD Bullying Incident Investigation Form

To be filled out by administrator investigating allegation/s of bullying.

1. Fill out the form completely.
2. After investigating the allegations, please document findings. The Education Codes can be found below.
3. For each finding, document the corrective action taken.
4. Contact the parent and share the findings and corrective action taken to prevent further incidents of bullying (Parents shall only receive information that relates to their child).
5. Sign the form at the bottom of the page.

EDUCATION CODE 48900.2: SEXUAL HARASSMENT:

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Add. Stats. 1992, Ch. 909).

EDUCATION CODE 48900.3: HATE VIOLENCE:

In addition to the reasons specified in Sections 48900 and 48900.2 a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

EDUCATION CODE 48900.4: HARASSMENT, THREATS, OR INTIMIDATION:

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating an intimidating or hostile educational environment. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

Form B: To be completed by administrator investigating incident/s of bullying.

**Palo Alto Unified School District
Bullying Incident Investigation Form**

Today's date: _____ / _____ / _____
Month Day Year

Name(s) of target(s) of bullying:	Age	Grade	School
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Name(s) of alleged aggressor(s):	Age	Grade	School
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Date, time and location of incident(s):

Description of incident(s):

List who was interviewed: [Include Target(s), Alleged Aggressor(s), and any Witness(es)]

Findings:
This incident constituted bullying because the following criteria has been met: There has been use by one or more instances of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at one or more pupils, that violates one of the sections below:
 Sexual harassment (48900.2) Hate Violence (48900.3) Harassment, Threats, or Intimidation (48900.4)
One or more of the following outcomes apply to this situation: (check all that apply)

- Placed the pupil or pupils in reasonable fear of harm to their person or property
- Caused a pupil to experience substantially detrimental effect on his/her physical or mental health
- Caused a pupil to experience substantial interference with his/her academic performance
- Caused a pupil to experience substantial interference with his/her ability to participate in or benefit from the services, activities, or privileges provided by the school
- This incident did not constitute bullying as the criteria was not met.

Corrective Action:

Parent notification regarding outcomes as it pertains to their child, including action(s) taken to prevent any further acts of bullying or retaliation: (date and time)

Administrator Investigating Incident(s): Name:	Title:
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Form C: To be filled out by site Administrator

Instructions for completing-Bullying Reporting Form C

Form C: PAUSD Principal or Designee Investigation Report

To be completed by the administrator to document findings, decisions, reasons for the decision and corrective actions taken.

1. Document each allegation under the "issues section".
2. Document each finding as to each allegation (issue).
3. Document the rationale for the findings for each allegation (issue).
4. Document the corrective action taken for each allegation (issue).
5. Mark whether you informed complainant (reporting party) about the results of the investigation and reporting of any future incidents or retaliation.
6. Mark whether you have explained the appeal process
7. Indicate if the situation was substantiated (found to be true), unsubstantiated (found to be untrue), partially substantiated (found to be true in one or more of the allegations).
8. Sign the form.

Form C: To be filled out by site Administrator

**PALO ALTO UNIFIED SCHOOL DISTRICT
PRINCIPAL OR DESIGNEE INVESTIGATION REPORT**

HARRASSMENT/DISCRIMINATION/INTIMIDATION/BULLYING DECISION

Directions: The principal or designee shall write a report of the findings, decision, reasons for the decision, and corrective actions taken, and shall present this report to the complainant and the alleged harasser(s). This report shall describe the actions taken to end the harassment, discrimination, intimidation, and/or bullying, address the effects of the conduct on the student, and prevent retaliation or further harassment, discrimination, intimidation, and/or bullying.

Issues: (add details)

1. _____
2. _____
3. _____
4. _____

Findings as to each issue: _____

Rational for the decision (based on findings): _____

Corrective action: _____

Section I: Actions and Discipline

1. Complainant informed about results of investigation and actions to be taken, and counseled about reporting any future recurrence or attempts at retaliation. Yes No, Explain: _____

2. Appeal process described to victim's parent/guardians. Yes No Explain: _____

3. Harasser informed about retaliation and disciplinary action if incident recurs. Yes No Explain: _____ Date: _____

Section II: Resolution

Disposition: _____ Substantiated _____ Unsubstantiated _____ Partially substantiated Date: _____

Signature _____ Date: _____

Form D: To be completed by complainant to seek appeal of the site decision.

Form D: PAUSD Request for Appeal

To be completed by the complainant, in cases where the complainant would like to appeal the site decision.

1. Have the parent complete the appeal form in cases where they disagree with the site decision and seek district resolution
2. Direct the parent to submit the form to the District Office, Student Services Coordinator.
3. The Student Services Coordinator will contact you to follow up on the appeal process.
4. Remind complainant of the 15 day appeal window.

Form D: To be completed by complainant to seek appeal of the decision

Palo Alto Unified School District

TO: Coordinator of Student Services
Attn:

REQUEST FOR APPEAL
(Bullying)
(Please print or type all material except signature)

In accordance with Education Code Section 234.1 and Palo Alto Unified School District Board Policy [5131.2], we hereby request an appeal of the bullying complaint decision.

(NOTE: This Notice of Appeal shall be received by the Student Services Coordinator office for the Palo Alto Unified School District within 15 calendar days following the resolution of the initial complaint.

1. _____ Name of Pupil	2. _____ Birthdate
3. _____ Street Address City Zip Code	4. _____ Grade
5. _____ School	
6. _____ Name of Parents/Guardian Home Phone Work Phone	

7. Appellant's (pupil/parent/guardian) understanding of reason(s) given by the Principal or Designee for the decision (attach copy of Bullying Complaint Decision).

An appeal before the Superintendent or designee is not a hearing, but rather a procedural review of the evidence of the initial complaint and decision by the Principal or designee to determine if the decision was fair and reasoned. The initial complaint may be appealed only on one or more of the grounds listed in Section 8.

8. Why should the Bullying Complaint decision be overturned? (Attach documentation, if any.)
A. Explain how the Bullying Complaint decision was not fair. (For example, was evidence from both sides considered or did the evidence support the conclusion reached?)

Form D: To be completed by complainant to seek appeal of the site decision.

- B. Explain if there is new relevant evidence, which could not have been produced at the time of the hearing, or if there was relevant evidence that was improperly excluded at the hearing. (For example, how was it improperly excluded, why couldn't it be provided, what is the nature of the new evidence?)

9. I hereby certify that this information is true and correct to the best of my knowledge.

Signature of Parent/Guardian or Adult Student

Date